



**KENTUCKY COUNCIL ON  
POSTSECONDARY EDUCATION**

**COMPREHENSIVE DATABASE  
REPORTING GUIDELINES  
STATE SUPPORTED  
INSTITUTIONS  
2008-2009**

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## Kentucky Council on Postsecondary Education

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**John S. Turner**  
Chair

### MEMORANDUM

**TO:** Comprehensive Data Base Guidelines Users

**FROM:** Charles McGrew, Director, Information and Research

**DATE:** August 22, 2008

**SUBJECT:** Summary of Changes for 2008/09 Reporting Guidelines

This edition of the Comprehensive Data Base Guidelines represents a very large number of changes to the data collection process as we migrate the data submission process to the Kentucky Postsecondary Education Data System (KPEDS). Most of these changes are fairly minor such as restructuring the file layout to accommodate 8-digit FICE codes and moving the four digits of each year together instead of having the first and last two separated. There are a number of deletions in terms of codes and fields that will no longer be used. Significant additions and changes include:

1. Moving the county code system to the standardized FIPS coding system.
2. The addition of a transfer file with one record per student per institution that transfer credit is accepted from based on the term it is actually accepted by your institutions.
3. The addition of zip codes for all students instead of just first-time students' zip code of origin.
4. The collection of the ten-digit K-12 student identifier from entering student transcripts for students graduating in 2008 forward from a public Kentucky high school and from students who are enrolled in dual-credit or are dually enrolled beginning in fall 2008 forward.

Race and ethnic codes are unchanged this year. Our recommendation is that institutions postpone the migration to the new multi-response code system until fall 2010 if possible. If an institution must migrate early, the codes will need to be crosswalked to the old coding system, and we ask that they send their business rules for how they crosswalked the data to us.

As a group, we have not yet discussed changes to the Completions file. When it is submitted for the 2008-09 academic year, August 1, 2009, it will be submitted through KPEDS and the layout will change to a degree. These changes are included in this document. We will discuss them via e-mail and finalize them at the CDB annual meeting in spring 2009.

If you have questions or concerns, please let us know.

Thank you,  
Charles

## TABLE OF CONTENTS

	<u>Page</u>
Institutional Research Contacts .....	3
Data Collection Schedule (Table Format).....	4
Data Collection Schedule (List Format).....	5
Data Access Policy .....	6
<u>Data Quality Policy</u> .....	10
<u>Critical Data Elements</u> .....	13
Students	
A. Enrollments	
Estimated Enrollment .....	15
Enrollment .....	18
End of Term Credit.....	37
<del>Student Athletes .....</del>	<del>23</del>
<del>Transfer File .....</del>	<del>40</del>
<del>Articulation Agreements and Transfer Frameworks .....</del>	<del>27</del>
KET Telecourse Enrollment.....	44
Entrance Exam File .....	47
Student Financial Aid .....	51
Licensure and Certifications.....	59
B. Degrees	
Estimated Spring Degrees and Other Formal Awards Conferred .....	62
Degrees and Other Formal Awards Conferred .....	64
Summer Degrees .....	70
<del>C. Professional School Applicants .....</del>	<del>55</del>
C. Target Census .....	72
D. Tuition Waiver for Foster and Adopted Children .....	75
E. The Michael Minger Act Report .....	77
Programs and Courses	
A. Degree Program Inventory .....	80
B. Course Inventory .....	82
Facilities	
A. Building and Room Updates .....	88
B. Land Holdings Updates .....	94
C. Facilities Utilization .....	98
Faculty and Staff Information .....	103
Presidential Compensation .....	106
Finance .....	108
Tables .....	143
1 Institution Codes (State-Supported).....	145
2 Ethnic Codes .....	146
3 Residency Status Codes .....	147
4-A State Codes.....	148
4-B1 Foreign Countries and U.S. Territories Codes - Alphabetical by Country .	149
4-B2 Foreign Countries and U.S. Territories Codes - Alphabetical by Code.....	158
5-A Kentucky County Codes .....	167
5-B Out-of-State County Codes for Reciprocity.....	168
6 Primary Distance Learning Mode of Delivery.....	171
7 Classification Codes.....	172
8 Campus Codes .....	173
9 Institution and State FICE Codes.....	176

## TABLE OF CONTENTS, CONTINUED

	<u>Page</u>
10 Course Level Codes .....	180
11 Class Duration Codes.....	180
12 Level of Degree or Formal Award Conferred.....	181
13-A High School Codes – Alphabetical Order.....	182
13-B High School Codes – Numerical Order .....	195
13-C Closed High School Codes – Alphabetical Order .....	207
15 Declared Major and Program Prefix Codes .....	211
16-A Classification of Instructional Programs (CIP) Codes.....	212
16-B Undeclared and Nondegree Codes .....	213
17 Approved Degree Programs.....	214
18 Building Ownership Codes .....	215
20-A Room Use Codes.....	216
20-B Crosswalk of 1973 and 1992 Room Use Codes.....	218
21 Land Holdings Ownership Codes .....	224
<del>22 Pre-College Curriculum Codes .....</del>	<del>314</del>
25 Affiliated Corporations .....	225
26 CIP 32 Course Codes .....	226
<del>27 Council Approved Graduate Centers .....</del>	<del>316</del>
28 Regional Postsecondary Education Centers.....	227
29 Off-Campus Course Sites.....	228
30 Building Condition Codes (NCHEMS) .....	248
<del>33-A Multiple Degrees – Institutional Codes .....</del>	<del>355</del>
<del>33-B Multiple Degrees .....</del>	<del>359</del>
35 General Education Courses .....	249
36 Transfer Articulation Agreements and Frameworks.....	250
37 Baccalaureate Transfer Framework Programs .....	251
38 Space Assignment Categories.....	255
Report Definitions .....	257

# STATEWIDE DIRECTORY OF INSTITUTIONAL RESEARCH CONTACTS

Institution	Name	Title/Area of Responsibility	Telephone	Email
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**DATA COLLECTIONS SCHEDULE (TABLE FORMAT)**  
**FALL/SPRING/SUMMER**

<p style="text-align: center;"><b><u>August</u></b></p> <p>1 Finance – FD13 1 Degrees 15 Summer KET Telecourse Enrollment 15 Summer Enrollment 15 Course Inventory – Type C 15 Tuition Waiver for Foster and Adopted Children</p>	<p style="text-align: center;"><b><u>September</u></b></p> <p>1 Finance-Internal Operating Budget 1 Finance – FD1B, FD2B, FD2BS, FD10, FD16 (Budgeted) 1 Finance – Appropriation Budgeted to Mandatory Programs 1 Presidential Compensation <del>1 Summer Transfer Frameworks</del> 6 IPEDS Fall Data Collection Opens 12 Estimated Fall Enrollment 15 Fall Enrollment Edit Updates (CPE)</p>	<p style="text-align: center;"><b><u>October</u></b></p> <p>1 Licensure and Cert. Exams Report 15 Audited Financial Statement 15 HB 622 Compliance Report 15 Finance – FD1A, FD2A, FD2AS, FD7, FD9, FD11, FD12, FD16 (Actual), FD17, FD18, FD-19, FD-20, FD-21 15 CAS Updates 18 IPEDS Fall Data Collection Closes</p>
<p style="text-align: center;"><b><u>November</u></b></p> <p>1 Course Inventory – Type C 1 Fall KET Telecourse Enrollment 1 Fall Enrollment 1 Address File for Target Census Tracts 1 CUPA Administrative Salaries <del>15 Fall Transfer Frameworks</del> <del>15 Professional School Applicants</del> 15 Facilities Building/Room Record 15 Land Holdings 15 Student Financial Aid 30 End-of-Term Credit - Summer</p>	<p style="text-align: center;"><b><u>December</u></b></p> <p><del>1 Student Athletes – IPEDS GRS</del> 1 Summer Degrees – IPEDS GRS 6 IPEDS Winter Data Collection Opens 13 Fall Enrollment File Approval 15 CUPA, Oklahoma State Faculty Salaries 15 Facilities Utilization</p>	<p style="text-align: center;"><b><u>January</u></b></p> <p>24 IPEDS Winter Data Collection Closes 30 Spring Enrollment Edit Updates (CPE)</p>
<p style="text-align: center;"><b><u>February</u></b></p> <p>1 Supplemental Nonresident Alien Faculty/Staff Survey 15 CAS Updates</p>	<p style="text-align: center;"><b><u>March</u></b></p> <p>7 IPEDS Spring Data Collection Opens 30 Course Inventory – Type C 30 Spring KET Telecourse Enrollment 30 Spring Enrollment 30 End-of-Term Credit – Fall</p>	<p style="text-align: center;"><b><u>April</u></b></p> <p><del>15 Spring Transfer Frameworks</del> 18 IPEDS Spring Data Collection Closes</p>
<p style="text-align: center;"><b><u>May</u></b></p> <p>17 Estimated Spring Degrees Conferred</p>	<p style="text-align: center;"><b><u>June</u></b></p> <p>15 Summer Enrollment Edit Updates (CPE) 15 CAS Updates</p>	<p style="text-align: center;"><b><u>July</u></b></p> <p><u>1 Transfer File</u> 1 Entrance Exam File 30 End-of-Term Credit - Spring</p>

## DATA COLLECTIONS SCHEDULE (LIST FORMAT)

### FALL/SPRING/SUMMER

ACTIVITY	DUE DATE	CPE STAFF
<b><u>August</u></b>		
Finance – FD13	August 1	Jonathan Thompson
Degrees	August 1	Martha Evilsizor
Summer KET Telecourse Enrollment	August 15	Laura Orsetti, KET
Summer Enrollment	August 15	Martha Evilsizor
Course Inventory – Type C	August 15	Mike Bailey
Tuition Waiver for Foster and Adopted Children	August 15	Charles McGrew
<b><u>September</u></b>		
Finance Internal Operating Budget	September 1	Jonathan Thompson
Finance – FD1B, FD2B, FD2BS, FD10, FD16 (Budgeted)	September 1	Jonathan Thompson
Finance – Appropriation Budgeted to Mandatory Programs	September 1	Jonathan Thompson
Finance - Presidential Compensation	September 1	Jonathan Thompson
<del>Summer Transfer Frameworks</del>	<del>September 1</del>	<del>Mike Bailey</del>
IPEDS Fall Data Collection Opens	September 6	Charles McGrew
Estimated Fall Enrollment	September 12	Martha Evilsizor
Fall Enrollment Edit Updates (CPE)	September 15	Mike Bailey
<b><u>October</u></b>		
Licensure and Certification Exams Report	October 1	Martha Evilsizor
Audited Financial Statement	October 15	Jonathan Thompson
HB 622 Compliance Report	October 15	Jonathan Thompson
Finance – FD1A, FD2A, FD2AS, FD7, FD9, FD11, FD12, FD16 (Actual)	October 15	Jonathan Thompson
FD17, FD18, FD19, FD20, FD21		
CAS Updates	October 15	Mike Bailey
IPEDS Fall Data Collection Closes	October 18	Charles McGrew
<b><u>November</u></b>		
Course Inventory – Type C	November 1	Mike Bailey
Fall KET Telecourse Enrollment	November 1	Laura Orsetti, KET
Fall Enrollment	November 1	Martha Evilsizor
Address File for Target Census Tracts	November 1	Mike Bailey
CUPA Administrative Salaries	November 1	Martha Evilsizor
<del>Fall Transfer Frameworks</del>	<del>November 15</del>	<del>Mike Bailey</del>
<del>Professional School Applicants</del>	<del>November 15</del>	<del>Charles McGrew</del>
Facilities Building/Room Record	November 15	Sherron Jackson
Land Holdings	November 15	Sherron Jackson
Student Financial Aid	November 15	Heidi Hiemstra
End-of-Term Credit – Summer	November 30	Mike Bailey
<b><u>December</u></b>		
<del>Student Athletes – IPEDS GRS</del>	<del>December 1</del>	<del>Mike Bailey</del>
Summer Degrees – IPEDS GRS	December 1	Mike Bailey
IPEDS Winter Data Collection Opens	December 6	Charles McGrew
Fall Enrollment File Approval	December 13	Charles McGrew
CUPA, Oklahoma State Faculty Salaries	December 15	Martha Evilsizor
Facilities Utilization	December 15	Sherron Jackson
<b><u>January</u></b>		
IPEDS Winter Data Collection Closes	January 24	Charles McGrew
Spring Enrollment Edit Updates (CPE)	January 30	Mike Bailey
<b><u>February</u></b>		
Supplemental Nonresident Alien Faculty/Staff Survey	February 1	Martha Evilsizor
CAS Updates	February 15	Mike Bailey
<b><u>March</u></b>		
IPEDS Spring Data Collection Opens	March 7	Charles McGrew
Course Inventory – Type C	March 30	Mike Bailey
Spring KET Telecourse Enrollment	March 30	Laura Orsetti, KET
Spring Enrollment	March 30	Martha Evilsizor
End-of-Term Credit – Fall	March 30	Mike Bailey
<b><u>April</u></b>		
<del>Spring Transfer Frameworks</del>	<del>April 15</del>	<del>Mike Bailey</del>
IPEDS Spring Data Collection Closes	April 18	Charles McGrew
<b><u>May</u></b>		
Estimated Spring Degrees Conferred	May 17	Martha Evilsizor
<b><u>June</u></b>		
Summer Enrollment Edit Updates (CPE)	June 15	Mike Bailey
CAS Updates	June 15	Mike Bailey
<b><u>July</u></b>		
Transfer File	July 1	Martha Evilsizor
Entrance Exam	July 1	Heidi Hiemstra
End-of-Term Credit – Spring	July 30	Mike Bailey

## **Council on Postsecondary Education Data Policy—Institutional Data**

### **Section 1: Purpose**

This policy establishes the principles and practices related to collection, maintenance, use, analysis, and dissemination of data and information collected and maintained through the Kentucky Council on Postsecondary Education (CPE) comprehensive database system.

### **Section 2: Statutory Authority**

KRS 164.020, KRS 164.095, and KRS 164.283

### **Section 3: Background**

The CPE maintains and manages a unit record database containing public and private higher education institutional data used by the CPE for state and federal reporting, policy analysis, and decision-making. This database is referred to as the comprehensive database system.

The data and information collected through the comprehensive database system are used in support of improvements to instruction and to evaluate and measure performance within the system, all in support of postsecondary education reform. The data and information collected also is part of a comprehensive accountability system that the CPE is required to develop and maintain by KRS 164.020 and KRS 164.095.

The CPE protects all data and information in accordance with the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g, et. seq. and applicable state laws. Where the data collected contain individual data on students, it is subject to both privacy and confidentiality procedures.

### **Section 4: Definitions**

- A. “Confidentiality” means how personally identifiable information collected by an authorized agency is protected and when consent by the individual is required.
- B. “Council,” “Council on Postsecondary Education,” or “CPE” refers both to the agency established in KRS 164.011, to the staff of the agency employed pursuant to KRS 164.013, and to agency representatives who are employed by the CPE and who are under the direct control of the agency.
- C. “Directory information” means information contained in an education record which would not generally be considered harmful or an invasion of privacy if disclosed to the public. The definition of directory information shall be specific to each institution.

- D. “Education records” means those records directly related to a student and maintained by an educational agency or institution.
- E. “Family Educational Rights and Privacy Act or FERPA” means the federal law codified at 20 U.S.C. 1232g and its implementing regulations found in 34 C.F.R. Part 99.
- F. “Legitimate educational interest,” for purposes of this policy, is an endeavor that furthers the understanding of educational practices, methods, and/or theory through formal, accepted research practice.
- G. “Personally identifiable information” means information contained in an education record such as a personal identifier, characteristic, or other information that would make a student’s identity easily traceable.
- H. “Privacy” means the right of an individual to have personal information adequately protected to avoid the potential for substantial harm, embarrassment, inconvenience, or unfairness.
- I. “Research” means a formal investigation designed to develop or contribute to general knowledge.
- J. “State and local education authority” means an agency or other party with educational expertise and experience that is responsible for and authorized under state or local law to regulate, plan, coordinate, advise, supervise, or evaluate elementary, secondary, or postsecondary education programs, services, agencies, or institutions in the state.
- K. “Third party” is a party other than the institution who provided the data to the CPE.

## **Section 5: Policy**

### **A. General**

1. This policy shall apply to all data and information created, collected, and maintained by or for the CPE, whether in electronic, paper, or other format.
2. The CPE is authorized by KRS 164.020(6) and (26) and KRS 164.095 to perform research on postsecondary education related issues, to maintain an accountability system, and to evaluate the performance of institutions in regard to the goals of the *Kentucky Postsecondary Education Improvement Act of 1997* and the strategic agenda.
3. Data collected and maintained by the CPE shall be managed in a manner that supports the improvement of education in Kentucky consistent with the goals of the *Kentucky Postsecondary Education Improvement Act of 1997* and the *Adult Education Act of 2000*. The CPE shall promote access to and dissemination of nonpersonally identifiable information that improves the education-related decisions of parents, teachers, administrators, policymakers, and educational stakeholders as well as the general public.

4. Where access to personally identifiable information is restricted by federal and state law, the information shall be processed (e.g., aggregated, summarized, or characterized) to provide access while meeting the requirements for restriction.
5. This policy will adhere to restrictions on the releases of personally identifiable information identified in the FERPA, 20 U.S.C. 1232g, and KRS 164.283.
6. The CPE shall ensure that data and information remain at all times under the direction and control of the CPE, that personally identifiable information is not disclosed to officials other than the CPE staff or contractors assigned to a project, and that all information is destroyed when there is no longer a need for the data for the purpose outlined.
7. Data access provisions may change if mandated by federal statute, state law, or administrative rules, where those changes are not in conflict with FERPA. The CPE may, at its discretion, propose changes in the data policy but the new rules shall not apply to data or information collected under the old policy unless proper notice has been given.

## **B. Security Requirements**

1. Security includes measures to ensure that records are not lost, stolen, vandalized, illegally accessed, or otherwise rendered useless. Since the data are stored on computers, it is essential that there be a high level of protection that provides integrity and availability commensurate with the level of risk and magnitude of harm.
2. Data, copies of data, and all reports containing personally identifiable information shall be maintained in a secure environment to prevent unauthorized access. A secure environment includes any electronic media, personal computer, server, or network on which the data reside.
3. The CPE shall use encryption or other best practices when using personally identifiable information, and shall require institutions to use encryption or other best practices when transferring personally identifiable information to the CPE.
4. Private or confidential data on an individual shall not be created, collected, stored, used, maintained, or disseminated for any purpose other than for the stated purpose.
5. Disclosure in summary reports is designed to protect an individual's identity. The Council will establish a cell size standard for reporting of data when it is necessary to keep an individual from being identified.
6. Private or confidential data will not be released to the public, to a third party, nor to provider institutions except as provided for in 34 C.F.R. § 99.31 or to authorized staff of the postsecondary education institution who released the data to the CPE.

**C. Requests by Individuals to Examine Their Personal Data**

1. Upon request of individuals under Section 552a(f)(1) of the Privacy Act of 1974 or 34 CFR, Section 99.20 of FERPA to gain access to their records contained in the CPE comprehensive database system, the CPE will provide a copy of all or any portion in a comprehensible form and will consider requests, in consultation with the appropriate institution, to amend the record.
2. Individuals or groups requesting directory information contained in data files provided by institutions will be directed to the respective institution.

Certification: \_\_\_\_\_  
Thomas D. Layzell

Original Approval: March 21, 2005

Amended: May 22, 2006

## **Council on Postsecondary Education Data Quality Policy**

### **Section 1: Purpose**

This policy establishes the principles and practices related to the quality of data collected by Kentucky's public postsecondary education institutions and submitted to the Kentucky Council on Postsecondary Education's (CPE) comprehensive database system.

This policy is to ensure that all public institutions have adequate policies and processes in place to ensure data quality on their own campuses and to implement a process whereby the Council staff or a designated third party will authenticate the accuracy of the data institutions have submitted to the Council.

### **Section 2: Statutory Authority**

KRS 164.020, KRS 164.095, and KRS 164.283

### **Section 3: Background**

The CPE maintains and manages a unit record database, called the comprehensive database (CDB), containing postsecondary education institutional data used by the CPE for state and federal reporting, policy analysis, and decision-making. These data are used to support the improvement of postsecondary education within the Commonwealth by providing the basis for measures of effectiveness and efficiency. These data are also used in funding calculations for the public institutions. The data collected are part of a comprehensive accountability system that the CPE is required to develop and maintain by KRS 164.020 and KRS 164.095.

Institutions of postsecondary education have the primary responsibility for the accuracy and completeness of the data in their information systems and databases. As institutions are held to high standards by students, faculty, and other constituencies, it is expected that they devote significant attention and resources to the effectiveness of these systems and the quality of their data. Council staff members are available to facilitate the sharing of information and best practices among the institutions to assist them as they strive to improve the quality of data they collect and utilize.

A significant amount of data is collected by the institutions and submitted to the Council. There are hundreds of data elements each with their own unique definitions. There is a need to ensure that all institutions uniformly understand the definitions and parameters for the data being collected. As information is often presented side-by-side for each institution, ultimately it is used for comparison purposes by many different audiences. There is a need to ensure that this

information is comparable from institution to institution. This process will provide support to the institutions to ensure the data that they submit are based on the same interpretations.

#### **Section 4: Definitions**

1. “Accurate” means that the data in electronic systems should match data received from an original source, such as a student’s application or transcript from another institution.
2. “*Comprehensive Database Reporting Guidelines*” is the document produced annually by Council staff that lists all database definitions, formats, and collection schedules used by the Council.
3. “Critical Data Elements” include elements of particular importance due to their policy significance. These Critical Data Elements and the best methods and sources for evaluating their accuracy are discussed annually at the Comprehensive Database Committee meeting. The list will be included in the *Comprehensive Database Reporting Guidelines* beginning in 2008.

#### **Section 5: Policy**

##### **A. General**

1. This policy shall apply to all data submitted to the CPE from the public institutions, whether in electronic, paper, or other formats.
2. The CPE is authorized by KRS 164.020(6) and (26) and KRS 164.095 to perform research on postsecondary education, to maintain an accountability system, and to evaluate the performance of institutions in regard to the goals of the *Kentucky Postsecondary Education Improvement Act of 1997* and the Public Agenda. As such, there is an expectation that the data submitted to the Council shall be accurate.
3. The CPE *Comprehensive Database Reporting Guidelines* includes the official definitions for data that are submitted by the institutions to the Council.
4. Five years after implementation, the Council will reevaluate this policy.

##### **B. Institutional Policies and Processes**

1. Public institutions must certify that they have practices in place to ensure the quality of their data and that they follow CPE guidelines. The CPE encourages institutions to develop official data quality policies addressing data submitted to the comprehensive database. Each institution should submit a copy of their data quality policy, if they have one, and a report describing their data quality practices to the Council by May 1, 2008. When institutions make changes to these policies or practices, updated copies should be submitted to the Council. KCTCS will submit these for their colleges. The reports should include the following types of provisions:
  - 1.1. A description of the processes that are in place to ensure accurate collection and entry of data by the institution.

- 1.2. A description of the institution's process for checking data quality where staff or designated third parties compare data in the institutional databases to the original records (either paper or electronic) received from its students or other sources to ensure it was entered into its electronic systems accurately. These processes should include checking each of the critical data elements identified in the *Comprehensive Database Reporting Guidelines* from a random sample of at least 100 records for data that had been submitted to the Council within the previous year.
- 1.3. A schedule for how frequently data quality checks will be made by the institution or designated third parties.
- 1.4. A description of how the results of the data quality checks will be utilized by the institution to improve data quality.
2. Each institution will submit a data quality report to the Council staff by May 1<sup>st</sup> of each odd numbered year. This report should contain the following information:
  - 2.1. A list of the data fields checked, the process employed, and the findings.
  - 2.2. A description of any institutional policies and processes that will be changed to improve data quality for any items where inconsistencies were discovered.
  - 2.3. KCTCS shall submit reports for each of their colleges.

### **C. On-Site Data Quality Checks**

1. Council staff or a designated third party will conduct an on-site data quality check at each of the public institutions and KCTCS colleges at least once every five years. The purpose of the on-site visits will be to develop a better understanding of the quality of data that are submitted to the Council and to discuss data collection strategies to improve the consistency of data submitted from the institutions. It will also serve to provide support for campus staff so they may better understand how to classify and categorize data that are submitted to the Council.
2. Data submitted to the Council's comprehensive database within the previous academic year is subject to review and verification against the original records at the institution.
3. On-site data quality checks will be limited to reviewing critical data elements from 100 records. The list of records to be reviewed will be identified by the Council staff.
4. The first on-site data quality checks will occur in 2009.
5. At the end of the on-site visit, the team will meet with the institution's president and other pertinent staff for an exit interview. Following the on-site visit, Council staff will develop a written report of their findings and submit a copy to the president of the appropriate institution. These reports will also be presented to the Council.
6. If inaccurate data are found during the on-site data quality check, the Council reserves the right to revisit that institution for one or more follow-up on-site data quality checks.

Certification: \_\_\_\_\_

Bradford L. Cowgill

Original Approval \_\_\_\_\_

Amended: \_\_\_\_\_

## **CRITICAL DATA ELEMENTS**

Social Security Number  
KDE ID#  
Year of birth  
Race  
Residency  
County of origin  
Student classification  
First-time student status  
High school code  
High school graduation year  
Transfer credits  
ACT scores  
Placement exam data

STUDENTS

# Estimated Enrollment

Fall 2008

**DUE DATE:**  
**Fall: September 12**

**ESTIMATED ENROLLMENT**

Semester: Fall\_\_\_\_\_

Institution\_\_\_\_\_

FICE Code\_\_\_\_\_ Census Date Used \_\_\_\_\_

**PART I – TOTAL ENROLLMENT**

**Instructions**

Report estimated full-time, part-time, and total headcount enrollment on the official CPE enrollment reporting census date (last date which a student may add a course for credit). Include any estimated enrollment from short-term courses beginning after the census date. The estimated enrollment should be reflective of the total anticipated enrollments to be submitted to the Council in the official reports for fall (in November).

**New Addition: Please report an estimate of the total student credit hours for undergraduate, graduate, and law students.**

**Estimated Headcount Enrollment**

	Undergraduate	Graduate ( <u>except doctoral dissertation students</u> )	First - Professional	<u>Doctoral Dissertation</u>	House Staff	Post Doctoral	Total
<b>Full- Time</b>							
<b>Part- Time</b>							
<b>Total</b>							

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	<u>Undergraduate</u>	<u>Graduate (except doctoral dissertation Students)</u>	<u>First- Professional Law</u>
<b><u>Total Student Credit Hours</u></b>			

## **PART II – TOTAL ENROLLMENT BY RACE**

### **Instructions**

Report estimated total enrollment and first-time freshmen enrollment by race. In the first-time freshmen enrollment, include those students who enrolled as first-time in the summer semester and returned in the fall.

	<b>Nonresident Alien</b>	<b>Black, Non- Hispanic</b>	<b>American Indian/ Alaskan Native</b>	<b>Asian/ Pacific Islander</b>	<b>Hispanic</b>	<b>White, Non- Hispanic</b>	<b>Unknown</b>	<b>Total</b>
<b>First-Time Freshmen</b>								
<b>Undergraduate</b>								
<b>Graduate</b>								
<b>First-Professional</b>								
<b>House Staff</b>								
<b>Post-Doctoral</b>								
<b>Total</b>								

Signature of  
Respondent\_\_\_\_\_

Title of Respondent\_\_\_\_\_

Telephone  
Number\_\_\_\_\_

**This data will be provided through an online survey on or before September 12.  
Questions should be directed to Martha Evilsizor  
at the Council on Postsecondary Education**

**[Martha.Evilsizor@ky.gov](mailto:Martha.Evilsizor@ky.gov) or (502) 573-1555 x223**

# Enrollment

Fall 2008  
Spring 2009  
Summer 2009

**DUE DATES:**  
**Fall: November 1                      Spring: March 30**  
**Summer: August 15**

**ENROLLMENT**  
**FALL/SPRING/SUMMER**

**General Instructions**

The fall/spring enrollment files and the summer (the academic period between the close of the spring semester and the beginning of the fall semester) files should include enrollment in all courses (day, evening, off-campus, and distance education) for which semester hour credit is granted or regular academic courses carrying zero hours credit except for zero credit hour laboratories associated with lectures if laboratory and lecture are assigned identical course IDs. For each fall term, spring term, and summer term, Type One (student), Type Two (course), and Type Three (class) records should be included for each of these courses. All summer terms must be combined into one submission, which, as with fall and spring submissions, is to include one Type One record per student with appropriate Type Two and Type Three records. For all full-term courses, the data are to be the net enrollment as of the last date of the reporting period which students may add a course for credit (census date). This date must agree with the official university calendar. All enrollment transactions initiated on or before the census date should be processed and reflected on the file. Exclude students who have withdrawn on or before the census date, have not paid, or have not made formal arrangements with the business office for payment of tuition and fees.

Include short-term courses beginning after the effective cut-off date. For each short-term course, an individual cut-off date should be established. These dates, based on length of course, should be prorated consistent with the institution's policy for full-term courses. Report winter term enrollments with the spring enrollment.

Do not include enrollment in zero credit hour laboratories associated with lectures if laboratory and lecture are assigned identical course IDs, noncredit courses, noncredit workshops, continuing education unit courses, or other courses for which regular semester hour credit is not granted. Do not include enrollment in classes that did not materialize, were canceled, or otherwise not in fact offered. Do not report enrollments from previous semesters, with the exception of special winter terms reported with the spring collection as mentioned above.

**Type One (Student) Record:**

1. **Birth Date** – Report the student's full date of birth (MMDDYYYY).
1. ~~**Century**~~ – ~~In compliance with year 2000, on the Type One Record indicate the century in which the student was born by reporting in columns 101 and 102 a '19' or '20.' Also, indicate the century in which the student graduated from high school by reporting in columns 103 and 104 a '19' or '20.'~~
2. **County/State of Origin** - ~~If a student's state of origin is Kentucky, also indicate his county of origin. Also report the appropriate county of origin from Table 5-B for students under a Council on Postsecondary Education reciprocity agreement. Reciprocity origin should take precedence over origin based on legal residence at time of first admission. The county code for all other non-Kentucky or non-waiver students should be coded 000. Use the FIPS codes found in Tables 4A and 5A for reporting state and county of origin. If the student's state of origin is~~

Kentucky, report the county of origin using the FIPS codes from Table 5-A. If the student's state of origin is something other than Kentucky, report the county of origin (if available) using the FIPS codes found at <http://www.itl.nist.gov/fipspubs/co-codes/states.htm>. If the out-of-state county is not available, report 000 and the county will be determined based on the zip code reported (see item # 24). For students from another country, the county should be coded 000. For reciprocity students (see item #17), report their state and county of origin in columns 71-75 as well as the reciprocity state and county in columns 76-80, even though they may be the same. Do not leave the state and county of origin fields blank.

3. **Declared Major or Program Prefix** – For all students, report the appropriate declared major or program prefix code from Table 15.
  - a. Post-doctoral students and students with a nondegree major are to be reported with an "N" in the major prefix code.
  - b. An undergraduate major prefix code should be reported for the not designated, undecided, undeclared student. If a specific level is not known, report "U" for major prefix code. Students reported with a "U" major prefix will be subject to the PCC requirements.
  - c. Report program prefix "T" for KCTCS students enrolled in workforce training programs (enrollment only).
4. **Declared Major** - The declared major or program must be consistent with the institution's degree program inventory. Use only those codes listed in that inventory. (See Tables 16-B and 17.) Report the student declared major or program for all students except those who are not permitted, by official institutional policy, to declare a major. Students who are not permitted, by official institutional policy, to declare a major shall be coded as baccalaureate degree students with an undeclared major prefix (code U). Students who have declared intent to major in a program with selective admissions or limited enrollment are to be reported with their declared major or program.
  - a. Post-baccalaureate nondegree, undergraduate nondegree, graduate nondegree, first-professional nondegree, and high school students enrolled in postsecondary level courses should be assigned the 90.0000 nondegree code.
  - b. For students declaring a double major, report the first major in columns ~~81-89~~ 111-118 and the second major in columns ~~90-98~~ 120-127.
  - c. Students without an RN who intend to complete a baccalaureate nursing (generic) program should be reported with the declared major 51.1601.01 - Nursing (RN Training). Students with an RN who intend to complete a baccalaureate nursing (completion) program should be reported with the declared major 51.1601.02 - Nursing, General (Post - RN).
5. **FICE Code of Sending Institution** - Report the FICE code of the sending institution for each first-time transfer student from a Kentucky institution. For each first-time transfer student from an out-of-state institution, report the code of the state (FIPS code), territory, or foreign country of the sending institution. Institution and state codes are listed in Table 9.
6. **First-Time Student** - The student is to be identified as a first-time student if she has graduated from high school and has not previously earned credits in the degree level for which she is enrolled unless the credits were earned before graduation from high school. A student should be

reported as a first-time student only for the term in which she first enrolls. For example: A student attending a postsecondary institution for the first time in the summer should be reported as a first-time student on the summer enrollment.

- a. DO NOT report current high school students who are, for the first time, enrolled for postsecondary credit.
  - b. Report first-time students for each degree level: undergraduate (freshman, sophomore, junior, undergraduate nondegree), graduate (master's, specialist's, doctoral, and graduate nondegree), and first professional.
7. **First-Time Transfer Student** - The student is to be counted as a transfer from the last institution attended prior to acceptance by the receiving institution. A first-time graduate student is not to be reported as a transfer from his undergraduate institution. Include the first-time transfer student whose transfer credits are being held pending validation of coursework. The student should be listed as she will be classified upon the validation of her coursework. Report first-time transfers for each degree level (undergraduate, graduate, first-professional). The student may transfer with or without credit.
8. **GRS Cohort** – In column ~~54~~ 81, for the fall enrollment report only, indicate Y if the student is full-time and eligible to be included in the Integrated Postsecondary Education Data System (IPEDS) Graduation Rate Survey (GRS) Cohort, P if the student meets the criteria and is enrolled part-time, or N if the student is not eligible. The following criteria determine whether an undergraduate student is included in the cohort:

Full-time First-time: Include students who attended college for the first time (either part-time or full-time) in the prior summer term whether at the same college, another college in Kentucky, in another state, or another country. Summer semester will be counted whether the student enrolled as degree-seeking or not. Also include students who have entered with advanced standing (college credits earned before graduation from high school). Degree/certificate seeking: Students must be enrolled in courses creditable toward a degree, diploma, certificate, or other formal award. Include students in occupational and vocational programs. Students at four-year institutions whose intent is not known are to be reported in the bachelor's cohort.
9. **High School GPA** – Report the weighted high school grade point average for all first-time undergraduate degree-seeking students. It should be right justified and show two decimal places (decimal is implied).
10. **ID Type** – Report '1' if the student ID is a valid Social Security Number or '2' if it is some other ID number (institutional ID, SEVIS, etc.).
11. **Institutional ID** – Report in columns 138-147 the student's institutional ID number. This field is optional.
12. **International Exchange Student** - Report all Type One information for each student currently enrolled in an institution in another country under a formal international student exchange program between that institution and the Kentucky institution. Report each of these students as full-time. For each exchange student attending a foreign institution, report the appropriate residency code of "A," "B," or "C." Report residency code "E" for each international exchange student from a foreign country attending a Kentucky institution.
13. **KDE ID** – Report the ten-digit ID number supplied by the Kentucky Department of Education and found on the student's high school transcript in columns 148-157 for all first-time students

who graduated from a public high school in 2008 and later and for high school students (students enrolled in dual credit courses or dually enrolled).

14. **Location of High School Graduation, First-Time Degree Seeking Students** - Report students graduated from a Kentucky high school by specific high school code. If the high school does not appear in Table 13, report by county as shown in the table. For a student with a GED certificate, use the code A121. For a student graduating from an out-of-state high school, use the code A200. For a student with no high school diploma or GED certificate, use the code A122. For a student who has been home schooled, use the code A123. For a student who has been home schooled, but who also received the GED, report the home schooled code A123. Beginning in fall 2008, also report the high school code for high school students who are dually enrolled or are enrolled in dual credit courses and for students in the WKU Academy.
15. **Multi-Institution Program** – If the student is enrolled in a joint, cooperative, collaborative, or other multi-institution program, report ‘X’ in column ~~407~~ 128 for the first major or in column ~~408~~ 129 for the second major. The student classification should reflect his or her status at the “home” institution.
- ~~13. **Multiple Degree Program Code** – For each CIP code which has more than one degree designation at the same level, report for junior and senior students only in column 99 for the first major the specific degree which the student is seeking. Use codes from Table 33A. For freshman and sophomore students leave these columns blank. Report student declared major and major prefix for all freshman and sophomore students in multiple degree programs.~~
16. **National Exchange Student** – Report all Type One information for each student enrolled in your institution but currently attending another institution under a formal agreement with the National Student Exchange. Report each of the students as full-time. For each exchange student attending another institution under this agreement, report the appropriate residency code of ‘A’ or ‘C.’ Report the residency code ‘E’ for each exchange student from another state attending a Kentucky institution.
- ~~15. **Pre-College Curriculum** – Report in column 55 the appropriate code from Table 22 for each pre-college curriculum student as defined in these Guidelines (definition 41). The PCC code is to be reported only for the semester in which the student is first subject to PCC status verification. Column 55 should be blank for all students other than those who are subject to PCC status for the first time. Use codes 1, 2, and 4 from Table 22 for all pre-college curriculum students as described in definition 40. **Eliminated pending Council approval.**~~
17. **Reciprocity State and County** – For a student with residency code B (reciprocity), report the reciprocity state and county in columns ~~76-77~~ and ~~78-80~~.
18. **Residency Status** - The student's official residency status, as determined by the Council on Postsecondary Education's "Policy on Classification of Residency for Admission and Tuition Assessment Purposes." (See Table 3.)
  - a. *In-state student* – Code A is to be reported for a student who is determined to be a legal resident of Kentucky.
  - b. *Out-of-state reciprocity student (with tuition waiver)* - Code B residency status is to be reported for a student under the reciprocity agreements approved by the Council on Postsecondary Education at Morehead State University, Murray State University, Northern Kentucky University, University of Louisville, Western Kentucky University, Ashland Community and Technical College, Gateway Community and Technical

College, Henderson Community College, Hopkinsville Community College, Jefferson Community and Technical College, Maysville Community and Technical College, Owensboro Community and Technical College, Southeast Kentucky Community and Technical College, West Kentucky Community and Technical College. Code B is also to be reported for KYVU students from any state-supported institutions if they have been granted tuition reciprocity by their “home” school of enrollment.

- c. *Out-of-state (without tuition waiver)* – Code C is to be reported for a student who is determined not to be a legal resident of Kentucky.
- d. *Out-of-state (SREB Academic Common Market and University of Kentucky/University of Florida Bilateral Degree Program)* - Code D residency status is to be reported for a student from outside Kentucky enrolled in one of the approved Academic Common Market degree programs or in the Kentucky/Florida Bilateral Degree Program.
- e. *Out-of-state international and national exchange students* - Code E residency status is to be reported for a foreign student enrolled in a formal international student exchange program and for an out-of-state student enrolled in the National Student Exchange Program.
- f. *Undetermined Residency* – Code F residency status is to be reported for post-doctoral students and house staff at the University of Kentucky and the University of Louisville if they are not enrolled in any course for credit and a residency determination has not been made.

**19. Student Classification -**

- a. An undergraduate student is to be classified based on total semester credit hours earned, except in the following cases:
  - 1. A transient student should be classified as "undergraduate nondegree."
  - 2. Special students are listed in the definitions: "audit student," "post-baccalaureate nondegree student," "post-baccalaureate degree-seeking," "post-baccalaureate certificate," "undergraduate nondegree," or "high school."
- b. A graduate transient student should be classified as "graduate nondegree."
- c. A post-master's student, not officially admitted to a certificate, master's, specialist's or doctoral program, should be classified as "graduate nondegree."
- d. A regular degree-seeking student who, for a semester, enrolls as an audit student only may be reported with his regular classification and declared major. This applies only to degree-seeking students.

**20. Students in Classes Taught by One Institution on Another Campus - Enrollment (Types One, Two, and Three) is to be reported by the institution offering the instruction.**

**21. Total Credit Hours - Total semester hours taken for credit, excluding audit hours.**

**22. Transfer Credit - For each undergraduate first-time transfer student, report in columns ~~56-58~~ 82-84 the total number of semester credit hours recorded on the student's academic permanent record as accepted by your institution as transfer credit from all previously attended Kentucky**

and out-of-state institutions. If hours cannot be determined at the time of reporting, please report XXX in columns ~~56-58~~ 82-84. At a later date, institutions will report actual transfer hours for all reported XXX's. For students who have previously earned a degree and are pursuing a second degree at the same level (undergraduate), report **tbd** (transfer baccalaureate degree) or **tad** (transfer associate degree) in columns ~~56-58~~ 82-84. If decimals, round to the nearest whole number (less than .50 round down). If no credit hours are accepted for a first-time transfer student, report **000** in columns ~~56-58~~ 82-84.

23. **Year of High School Graduation, First-Time Degree Seeking Students** - Report ~~the last two digits of the year the student graduated from high school or received the GED certificate in columns 75-76~~ 102-105. ~~Report the first two digits of the year (19 or 20) in columns 103-104.~~
24. **Zip Code of Kentucky Resident First-Time Degree Seeking Students** – Report the zip code of the current permanent address of all ~~Kentucky resident first-time degree seeking~~ students in columns ~~109-113~~ 130-134. Leave blank for international students.

### **Type Two (Course) Record:**

1. **Audit** - Code "Y" (Yes) for audit courses and "N" (No) for courses taken for credit.
2. **Credit Hours** - Number of semester hours for which a student is receiving credit. For audit courses, code number of hours for which the student was charged.
3. **International Exchange Course** - For each student currently enrolled in an institution in another country under a formal international exchange program, report a Type Two Record with the Course Prefix ~~ID-Department Abbreviation~~ and Number of IES 333 (universities) or 233 (KCTCS colleges), and report the code for the foreign country in which the student is enrolled in the Course ID section field, right justified. Report course with one credit hour. For foreign students attending a Kentucky institution, report a Type Two Record for each course in which the student is enrolled.
4. **National Student Exchange Course** - For each student enrolled in your institution but currently attending an institution in another state under the National Student Exchange Program, report a Type Two Record with the Course Prefix ~~ID-Department Abbreviation~~ and Number of NES 333 (universities) or 233 (KCTCS colleges), and report the code for the state in which the student is enrolled in the Course ID section field, right justified. Report the course with one credit hour. For students from institutions in another state who are attending a Kentucky institution, report a Type Two Record for each course in which the student is enrolled.

### **Type Three (Class) Record:**

- ~~1. **Council Approved Graduate Center** - For each course offered at an approved graduate center, indicate in column 24 the location of the center. Use the designated codes from Table 27.~~
1. **Course Level** - Each course should be assigned only one course level. The course level should be assigned relative to the intended degree of complexity or expected level of student comprehension rather than the student level (or classification) of those enrolled in the course. The course level should be coded based on the following, using the appropriate code from Table 10:
  - a. *Technical Level* – Courses designed primarily for the instruction of students in technical programs at technical colleges.

- b. *Lower Division* - Courses designed primarily for the instruction of freshman or sophomore students.
- c. *Upper Division* - Courses designed primarily for the instruction of junior or senior students.
- d. *Graduate* - Courses designed primarily for the instruction of graduate students.
- e. *First-Professional* - Courses designed primarily for the instruction of first-professional (dentistry, law, medicine, or Pharm D) students.

Courses designed to jointly serve two student levels should be assigned the lower of the appropriate codes.

2. **Courses Taught in Multiple Counties, States, or Countries** - For courses taught in more than one county, state, country, or any combination, use the codes from Tables 4A, 4B, and 5A as follows: multiple states - B99; multiple foreign countries - BZZ; multiple counties - B18; other multiple sites - BMS.
3. **Distance Learning Provider** – Report distance learning course providers on the Type 3 record by entering “I” for institutionally provided courses, “K” for KYVU courses, “T” for KET courses, and “O” if other organizations are providing the reported distance learning course in column 40. To be counted as KYVU (a) a course, module, or other program must be housed on a course management platform or other software licensed by the KYVU or (b) the registration for the course, module, or other program occurred through KYVU regardless of where the course is housed electronically. Report the code from Table 6 for the primary mode of delivery for these courses. The off-campus location in columns 34-36 and the off-campus site in columns ~~88-90~~ 46-48 can be left blank for distance learning courses.
4. **Dual Credit** - In column ~~22~~ 25 indicate whether course is for dual credit; in column ~~23~~ 26 indicate whether teacher of record is a high school teacher.
5. **International Exchange Class** - Report a Type Three Record to include all students enrolled in an institution in another country during the current semester in a formal international student exchange program. The class is to be reported with Course Prefix ~~Department Abbreviation~~ and Number of IES 333 (universities) or 233 (KCTCS colleges). Report the code for the foreign country in which the student is enrolled in the Course ID section field, right justified. Report a separate Type Three Record for each foreign country in which students are enrolled. Report each class with one credit hour. Report course level code of 00 for each IES class. Report the class with the on-campus location.
6. **KET/KYVC** – Report Y or N in column 56 to indicate whether or not a course uses the services of KET and in column 57 to indicate use of KYVC services.
7. **National Student Exchange Class** – Report a Type Three Record to include all students who are enrolled in your institution, but who are attending an institution in another state during the current semester as a participant in the National Student Exchange Program. The class is to be reported with the Course Prefix ~~Department Abbreviation~~ and Number of NES 333 (universities) or NES 233 (KCTCS colleges). Report the code for the state in which the student is enrolled in the Course ID section field, right justified. Report a separate Type Three Record for each state in which students are enrolled. Report each class with one credit hour. Report the course level code of 00 for each NES class. Report the class with the on-campus location.
8. **Off-Campus Location** - For each course taught off-campus, excluding distance learning courses, report the county, state, or country in which the class is located. If a course is taught

off-campus at an out-of-state or foreign country location, report the off-campus location with a "B" and the state (FIPS) code from Table 4-A or the foreign country code from Table 4-B. Example: A course taught in Ohio would be reported "B39."

9. **Off-Campus Site** - For each course taught off-campus and outside the institution's home county, branch, or extended campus center, excluding distance learning courses, also report the site (town and community) in which the class is located. In columns ~~88-90~~ 46-48 report the appropriate off-campus site from Table 29. For each new site not contained in Table 29, assign the next available numeric code.
10. **On/Off-Campus Classification** - A course taught partially at a location classified as on-campus and partially at a location classified as off-campus is to be counted as on-campus only if at least 50 percent of the instruction takes place on-campus. IES 333 (International Exchange Student) and NES 333 (National Exchange Student) are to be reported as on-campus.
11. **Regional Postsecondary Education Center** – If a course is taught at one of the six official regional postsecondary education centers or the University Center of the Mountains, report in columns ~~86-87~~ 44-45 the code from Table 28 that corresponds to its location. If not, leave blank.
12. **Developmental Course** – Report 1, 2, 3, 4, or 0 from Table 26 in column ~~93~~ 49 for developmental courses. Leave blank if course is not developmental.
13. **Supplemented Courses** – For each entry-level, credit-bearing course that offers supplemental academic support for students with developmental or orientation needs, such as extra class sessions, additional labs, tutoring or monitoring of students, report the type of supplemental instruction provided from Table 26, leaving the field blank if no supplemental instruction is offered. Only report as supplemented for English, mathematics, science, or reading (codes 1-4) if the course can be substituted for a developmental/remedial course in that subject or if the course is designed for students scoring below the minimum placement or entrance exam score needed for placement in a regular (non-supplemented), credit-bearing class. The course description given in Table 26 only refers to the type of supplemental instruction offered, not the course as a whole, as the supplemented course designation is only for credit-bearing courses, not developmental or remedial courses.

## ENROLLMENT FALL/SPRING/SUMMER

### **Definitions**

1. **Academic Common Market** - SREB cooperative agreement whereby an out-of-state student from an SREB state is charged in-state rate when enrolled in an eligible degree program. Program eligibility is based on program unavailability in the student's home state along with the approval of the institution, the Council on Postsecondary Education, and the coordinating board of the student's home state.
2. **Audit Course** - A credit course will be defined as "audit" for a student who takes the course for zero hours credit.
3. **Audit Student** - Student who is not enrolled in a certificate, diploma, or degree program but is enrolled only in one or more "audit course." (See instruction 19.d for information on degree-seeking students auditing courses.)
4. ~~**Council Approved Graduate Center** - Currently recognized centers can be found in Table 27.~~
4. **Course Level** - The level of offering for instructional courses. Course levels are assigned relative to the intended degree of complexity or expected level of student comprehension rather than the student level of those enrolled in the course. The course levels included within each discipline category are technical, lower division, upper division, graduate, and first-professional.
5. **Declared Major** - The major program and degree level objective, according to the student's stated intent.
  - a. *First Major* - For the student who has declared intent to earn a certificate, diploma, or degree with more than one program of study (double major), the field of greater specialization and/or primary interest.
  - b. *Second Major* - For a student who has declared intent to earn a certificate, diploma, or degree with more than one program of study (double major), the field of secondary interest.
  - c. *Undecided, Undeclared Major (00.0000)* - The major field for a certificate-, diploma-, or degree-seeking student who has not declared a major or who, because of official institutional policy, is not permitted to declare a major.
6. **Declared Major or Program Prefix Code** - The alpha code indicating the level of a student's declared degree or program as listed in Table 15.
7. **Distance Learning** - Any for-credit instruction where more than 50 percent of the delivery of instruction may utilize any or all of the following: print material, e-mail, telephone, audio tape, video tape, television/VCR, satellite, or computer for access to CD ROM, interactive video, Internet, or the Web. The instructor must be physically separated from the students for the majority of the term. This criterion excludes sessions that may be scheduled individually, such as advising, labs, or testing. KTLN sections that originate from campus are considered distance learning courses.
8. **Doctoral Coursework Student** - Doctoral student who is enrolled in a doctoral degree program in at least one course for credit.
9. **Doctoral Dissertation Student** - Doctoral student who has completed all required coursework and is working on a research project or dissertation.

10. **Dual Credit Course** - A course for which both a high school and a college/university award credit to a high school student.
11. **Ethnicity** – As noted in the Integrated Postsecondary Education Data System (IPEDS) Enrollment Survey instructions, a nonresident alien is a person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. As noted in the Council on Postsecondary Education Administrative Regulation 13 KAR 2:045 for determination of residency status for admission and tuition assessment purposes, the following nonimmigrant visa designations are not eligible to establish domicile or residency: B, C, D, F, H-2, H-3, H-4 if accompanying a person with an H-2 or H-3 visa, J, M, O, P, Q, S, TD, or TN. Students holding these visas should be reported as nonresident aliens.

Alternatively, resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status are to be reported in the appropriate racial/ethnic categories along with United States citizens. These students hold an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status (such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian). Also, students with visa designations A, E, G, H-1, H-4 if accompanying a person with an H-1 visa, I, K, L, N, and R are permitted to establish domicile in the United States and should be reported in the appropriate racial/ethnic categories along with United States citizens.

A foreign student who lives outside the United States and who is taking only online courses should be reported as a nonresident alien.

12. **Fifth-Year Student** - Student who has earned at least 120 semester credit hours and is enrolled in a program with a five-year curriculum.
13. **First-Professional Student** - Student enrolled in dentistry (51.0401), law (22.0101), medicine (51.1201), or "Pharm D" program (51.2001).
14. **First-Professional Nondegree Student** - Student enrolled in first-professional courses for credit, not enrolled in a degree program, and does not intend to receive a degree from the institution. This student should be reported with nondegree major program code (90.0000) and with the first-professional year of "9."
15. **First-Time Student** (Other than first-time transfer) –
- a. *First-Time Undergraduate Student* - An undergraduate student who has not previously attended any postsecondary institution or who attended postsecondary level courses as a high school student and is currently enrolled for the first time since high school graduation. DO NOT include students who are currently in high school taking postsecondary level courses. Includes first-time freshmen (01), first-time sophomore (02), first-time junior (03), and undergraduate nondegree students (05).
  - b. *First-Time Graduate Student* - A student who has, for the first time, been classified as one of the following: master's (06), specialist's (07), doctoral (08), or graduate nondegree (16).
  - c. *First-Time First-Professional Student* - A first-professional student who has, for the first time, been classified as a first-professional student.

16. **First-Time Transfer Student** - A certificate-, diploma-, or degree-seeking student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., technical, undergraduate, graduate). The student may transfer with or without credit.
17. **Freshman** - Student who has graduated from high school and earned fewer than 30 semester credit hours.
18. **Full-Time Student** - An undergraduate student enrolled for at least 12 credit hours, or a graduate student enrolled for at least nine credit hours. Hours in courses taken for audit are to be included in the calculation of full-time status.
19. **Graduate Nondegree Student** - Student with at least a baccalaureate degree enrolled in the graduate school but not in a degree program.
20. **High School Student** - Student currently in high school and enrolled in postsecondary level courses; should be reported with 90.0000 -- nondegree program.
21. **House Staff (Residents and Interns)** - An individual with a recognized terminal professional degree in one of the health professions who is engaged in postgraduate training in a program in the individual field (conducted in the university hospital or one of its affiliated institutions).
22. **International Exchange Student** - A student enrolled in a formal international exchange program between a Kentucky institution and a participating institution in another country.
23. **Junior** - Student who has earned at least 60, but fewer than 90, semester credit hours.
24. **Kentucky or Waiver County, State, Territory, or Foreign Country of Origin** - County, state, territory, or country of legal residence at time of first admission to the institution.
25. **Main Campus** - Property located in the institution's home county and owned by the institution or one of its affiliated corporations.
26. **Master's Degree Student** - Student with at least a baccalaureate degree enrolled in a graduate program that results in a master's degree.
27. **Multi-Institution Program** – A program that involves resource sharing among multiple institutions or organizations. All participating institutions share responsibility for some aspects of the program's delivery and quality. The appropriate faculty and staff of each participating institution will agree on the home school of enrollment for participating students, degree conferral, financial aid, program delivery, the allocation of equipment and facilities, provision of student services, assessment criteria, and the general management of the program. A copy of the program agreement will be submitted to the Council on Postsecondary Education prior to recognition of the arrangement on the CPE's *Registry of Degree Programs*. This definition applies to joint, cooperative, and collaborative programs and other multi-institution agreements.
- ~~29. **Multiple Degree Program Code** - A code that is used to identify multiple degree programs at the same degree level; for example, a BA and a BFA in art.~~
28. **National Exchange Student** - A student attending a Kentucky institution or a Kentucky student attending an out-of-state institution as part of the National Student Exchange Program.

29. **Net Credit Hour Enrollment** - Total semester credit hours for which a student is enrolled as of the census date.
30. **Net Headcount Enrollment** - Total number of students who are enrolled as of the census date.
31. **Off-Campus Instruction** - All courses taught at any location other than "on-campus."
32. **On-Campus Instruction** - All courses taught within the boundaries of the main campus.
33. **Post-Baccalaureate Nondegree Student** - Student with a baccalaureate degree who is enrolled in technical or undergraduate coursework but is not enrolled in a certificate, diploma, or degree program. Should be reported with nondegree major program code (90.0000).
34. **Post-Baccalaureate Certificate Student** - A student enrolled in a CPE-approved post-baccalaureate certificate program. Report with classification code 31 - Post-Baccalaureate Certificate, degree program prefix code C, and the appropriate post-baccalaureate certificate program CIP code.
35. **Post-Baccalaureate Degree-Seeking Student** - A student with a baccalaureate degree who is working toward another baccalaureate degree, an associate degree, a certificate, or a diploma. Report with classification code 30 - Post-Baccalaureate Degree-Seeking - and with the appropriate degree prefix and program CIP code.
36. **Post-Doctoral Student** - A student pursuing work in a program of study who has earned a doctoral or equivalent degree in an appropriate field.
37. **Post-Master's Certificate Student** - A student enrolled in a CPE-approved post-master's certificate program. Report with classification code 32 - Post-Master's Certificate, degree program prefix code C, and the appropriate post-master's certificate program CIP code.
40. **Pre-College Curriculum (PCC) Status** - ~~Students classified as: (a) a first time freshman enrolled in a baccalaureate level degree program; (b) a freshman first time transfer; (c) a first time transfer with less than 24 credit hours applicable toward a baccalaureate level degree program; or (d) a conversion from nondegree, certificate, or associate degree status to baccalaureate degree status with less than 24 hours. Each student should be reported as (1) having successfully completed all PCC courses (including those handicapped students for which a PCC required course is waived in accordance with 13 KAR 2:020, Section 3(5); (2) not having successfully completed all PCC courses; or (4) exempt from PCC requirements (includes adult students age 21 or older; students entering a baccalaureate degree program with 24 or more credit hours applicable to the degree and a GPA of at least 2.0 on a 4.0 grading scale; nonresident students; nonresident alien students; and active duty military personnel, their spouses, and their dependents).~~

38. **Primary Distance Learning Mode of Delivery** – For each distance learning course, indicate the method of instructional delivery:
- Internet/World Wide Web.
  - Site-to-site, 2 way, audio/video. Includes compressed video via land lines (e.g., T1 lines).
  - Open Broadcast/Community Cable Television – A telecourse that is transmitted by traditional television open broadcast signal and that can usually be viewed in one's home via antenna reception or local cable service.
  - Print-Based, Audiotaped, Videotaped, Telephone, or CD.
  - Kentucky Educational Television – Open broadcast courses offered by KET.
  - Satellite and Microwave Telecourse – Telecourse that requires students to report to a specific site to enroll in and view the course. Includes satellite and microwave delivery.
39. **Regional Postsecondary Education Center** – One of the six official regional postsecondary education centers and the University Center of the Mountains, listed in Table 28.
40. **Senior** - Student who has earned at least 90 semester credit hours.
41. **Sophomore** - Student who has earned at least 30, but fewer than 60, semester credit hours.
42. **Specialist's Degree Student** - Student with at least a master's degree enrolled in a graduate program that results in a specialist's degree.
43. **Technical College Main Campus** – The parent institution that has a chief administrative officer to whom each branch, extension, or other type of separate site is subordinate and accountable. The accreditation liaison officer must be a permanent staff member at the main campus. Main campus catalogs must describe all programs offered by the main campus and other sites.
44. **Technical College Branch of a Main Campus** – A subordinate facility that operates under the supervision of a full-time, on-site, local administrator who reports to the chief administrative officer of the main campus. The branch must meet all educational guidelines of the main campus, and comply with the operational policies of the main campus. Branches may offer different programs than the main campus, providing all programs are described in the main campus catalog.
45. **Technical College Extension of a Main Campus** – A subordinate facility located within a 50-mile radius of the main campus. Direct supervision and control are provided from the main campus, and the staff is limited primarily to instruction and support staff. All programs of an extension must meet educational guidelines of the main campus, and comply with the operational policies of the main campus.
46. **Transfer Credit** - The total semester credit hours recorded on the student's academic permanent record as accepted by the institution as transfer credit from all previously attended Kentucky or out-of-state institutions.
47. **Transient Student** - A student in good standing in any recognized institution who enrolls at another institution for credit to be transferred back to the student's home institution where he is pursuing a credential. This includes distance learning students enrolled at another institution, summer students, etc.
48. **Undergraduate Nondegree Student** - Student who is enrolled for credit in technical or undergraduate courses but does not intend to receive a certificate, diploma, or degree from the institution and has not received a certificate, diploma, or undergraduate degree. Should be reported with 90.0000 –

nondegree program. (DO NOT include students who are currently in high school taking postsecondary level courses.)

49. **Undergraduate Student** – Student enrolled in a four- or five-year bachelor’s degree program, an associate degree program, or in a vocational or technical program below the baccalaureate that is normally terminal and results in formal recognition.

# **LIST OF TABLES FOR ENROLLMENT**

<u>Table</u>	<u>Page</u>
1 Institution Codes (State-Supported).....	145
2 Ethnic Codes .....	146
3 Residency Status Codes .....	147
4-A State Codes.....	148
4-B1 Foreign Countries and U.S. Territories Codes - Alphabetical by Country .	149
4-B2 Foreign Countries and U.S. Territories Codes - Alphabetical by Code.....	158
5-A Kentucky County Codes .....	167
5-B Out-of-State County Codes for Reciprocity.....	168
6 Primary Distance Learning Mode of Delivery .....	171
7 Classification Codes.....	172
9 Institution and State FICE Codes.....	176
10 Course Level Codes .....	180
13-A High School Codes – Alphabetical Order.....	182
13-B High School Codes – Numerical Order .....	195
13-C Closed High School Codes – Alphabetical Order .....	207
15 Declared Major and Program Prefix Codes .....	211
16-A Classification of Instructional Programs (CIP) Codes .....	212
16-B Undeclared and Nondegree Codes .....	213
17 Approved Degree Programs.....	214
<del>22 Pre-College Curriculum Codes .....</del>	<del>314</del>
26 CIP 32 Course Codes .....	226
<del>27 Council Approved Graduate Centers .....</del>	<del>316</del>
28 Regional Postsecondary Education Centers.....	227
29 Off-Campus Course Sites.....	228
<del>33-A Multiple Degrees – Institutional Codes .....</del>	<del>355</del>
<del>33-B Multiple Degrees .....</del>	<del>359</del>

**FORMAT OF TYPE 1 (STUDENT) RECORD  
(One Record Per Student)**

1	Form - 1 - char(1)
2	Institution Number(FICE Code) - char(8)
3	
4	
5	
6	
7	
8	
9	
10	Social Security Number - char(9)
11	
12	
13	
14	
15	
16	
17	
18	
19	ID Type - 1=Valid SSN, 2=Other ID - char(1)
20	Last Name - expanded from 15 to 25 positions - char(25)
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
32	
33	
34	
35	
36	
37	
38	
39	
40	
41	
42	
43	
44	
45	First Name - expanded from 10 to 15 positions - char
46	(15)
47	
48	
49	
50	
51	
52	
53	
54	
55	
56	
57	
58	
59	
60	Birth Date - mmdyyyyy - char(8)
61	
62	
63	
64	
65	
66	
67	
68	Gender - (M/F) - char(1)
69	Race - (1=Nonresident Alien, 2=Black,nonhispanic, 3=American Indian or Alaskan Native, 4=Asian or Pacific Islander, 5=Hispanic, 6=White,nonhispanic, 7=Unknown) - char(1)
70	Residency (A,B,C,D,E,F) - char (1)
71	State/Country of Origin - FIPS for states - char(2)
72	
73	County of Origin - FIPS - char(3)
74	
75	
76	Reciprocity State - FIPS for states - char(2)
77	
78	Reciprocity County - FIPS - char(3)
79	
80	
81	GRS (Y,N,P) - char(1)

82	Number of hours accepted in transfer (right justify, zero
83	fill, no decimal) - char(3)
84	
85	Full/Part-Time (F/P) - char(1)
86	Student Classification - see Table 7 - char(2)
87	
88	First-Professional Year (1,2,3,4,9) - char(1)
89	First-Time Student (Y/N) - char (1)
90	First-Time Transfer(Y,N) - char (1)
91	Transfer FICE - see Table 9 - char(8)
92	
93	
94	
95	
96	
97	
98	
99	Total Credit Hours - Numeric, one decimal point, right
100	justified, zero filled) - char(3)
101	
102	Year of High School Graduation - yyyy - char(4)
103	
104	
105	
106	High School Code - see Table 13 - char(4)
107	
108	
109	
110	Declared First Major Prefix - Table 15 - char(1)
111	Declared First Major - Table 17 - char(8)
112	
113	
114	
115	
116	
117	
118	
119	Declared Second Major Prefix - Table 15 - char(1)
120	Declared Second Major - Table 17 - char(8)
121	
122	
123	
124	
125	
126	
127	
128	Multi-Institutional Program First Major- blank or X - char
129	(1)
129	Multi-Institutional Program Second Major- blank or X -
130	char (1)
130	ZIP Code - char(5)
131	
132	
133	
134	
135	High School GPA - numeric ( two decimal places, right
136	justified, zero fill)
137	
138	Institutional ID - Student's Internal ID - char(10)
139	OPTIONAL
140	
141	
142	
143	
144	
145	
146	
147	
148	KDE ID - char(10)
149	
150	
151	
152	
153	
154	
155	
156	
157	

**FORMAT OF TYPE 2 (COURSE) RECORD**  
**(One Record Per Student Per Course)**

1	Form - 2 - char (1)
2	Institution Number(FICE Code) - char (8)
3	
4	
5	
6	
7	
8	
9	
10	Social Security Number - char (9)
11	
12	
13	
14	
15	
16	
17	
18	
19	Course Prefix - expanded from 4 to 5 positions - char(5)
20	
21	
22	
23	
24	Course Number - expanded from 4 to 5 positions - char (5)
25	
26	
27	
28	
29	Section Number - expanded from 4 to 5 positions - char (5)
30	
31	
32	
33	
34	Hours - Numeric, one decimal point, right justified, zero filled
35	
36	
37	Audit (Y/N) - char (1)

## FORMAT OF TYPE 3 (CLASS) RECORD

1	Form - 3 - char (1)
2	Institution Number(FICE Code) - char (8)
3	
4	
5	
6	
7	
8	
9	
10	Course Prefix - expanded from 4 to 5 positions - char (5)
11	
12	
13	
14	
15	Course Number - expanded from 4 to 5 positions - char (5)
16	
17	
18	
19	
20	Section Number - expanded from 4 to 5 positions - char (5)
21	
22	
23	
24	
25	Dual Credit Course (Y/N) - char (1)
26	High School Teacher of Record (Y/N) - char (1)
27	Credit Hours - Minimum - Numeric, one decimal point, right
28	justified, zero filled
29	
30	Credit Hours - Maximum - Numeric, one decimal point, right
31	justified, zero filled
32	
33	1=On-Campus, 2=Off-Campus - char (1)
34	Off-Campus Location - see Tables 4A,4B,5A - char (3)
35	
36	
37	Number of Students - int (3)
38	
39	
40	Distance Learning Provider - I=Institutional, K=KYVC, N=No, T=KET, O=Other - char (1)
41	Primary Distance Learning Mode of Delivery - see Table 6 - char (1)
42	Course Level - see Table 10 - char (2)
43	
44	Regional Postsecondary Education Centers - see Table 28 -
45	char (2)
46	Off-Campus Sites - see Table 29 - char (3)
47	
48	
49	Developmental - 1,2,3,4, or 0 - char (1)
50	Supplemented Course - 1,2,3,4, or 0 - char (1)
51	College or Department (OPTIONAL)
52	
53	
54	
55	
56	KET (Y/N) - char (1)
57	KYVC (Y/N) - char (1)

# End-of-Term Credit

Fall 2008  
Spring 2009  
Summer 2009

<p style="text-align: center;"><b>DUE DATES:</b> <b>Fall 2008: March 30    Spring 2009: <del>July 30</del> <u>August 31</u></b> <b>Summer 2009: November 30</b></p>
---

**END-OF-TERM CREDIT  
FALL/SPRING/SUMMER**

**General Instructions**

The fall/spring/summer end-of-term enrollment files should include end-of-term enrollment in all attempted credit reported in the Type 2 record on the census date. For each fall term, spring term, and summer term, the Type 2 file will be sent back to the institutions immediately after the data has been finalized so that the Final Letter Grade and Final Numeric Grade can be added for each course record submitted earlier as part of the enrollment report for the corresponding term. All grades awarded up to 90 days after the last day of final exams should be processed and reflected on the file. This date must agree with the official university calendar.

Records cannot be added or removed from the original Type 2 file.

1. Final Letter Grade: For each attempted credit hour field in the Type 2 record submitted for the corresponding term, enter in columns ~~39-41~~ 38-40 a letter grade reflecting the recorded grade 90 days after the end of the term. Single-letter grades such as "A" or "B" should be left justified.
2. Final Numeric Grade: For each attempted credit hour field in the Type 2 record submitted for the corresponding term, enter in columns ~~42-44~~ 41-43 a numeric grade reflecting the recorded grade 90 days after the end of the term. The decimal will be implied. For example, for most people a grade of "B" would be represented numerically as "300."

**FORMAT OF TYPE 2 (COURSE) RECORD**  
**END-OF-TERM CREDIT**  
**(One Record Per Student Per Course)**

1	Form - 2 - char (1)
2	Institution Number(FICE Code) - char (8)
3	
4	
5	
6	
7	
8	
9	
10	Social Security Number - char (9)
11	
12	
13	
14	
15	
16	
17	
18	
19	Course Prefix - expanded from 4 to 5 positions - char(5)
20	
21	
22	
23	
24	Course Number - expanded from 4 to 5 positions - char (5)
25	
26	
27	
28	
29	Section Number - expanded from 4 to 5 positions - char (5)
30	
31	
32	
33	
34	Hours - Numeric, one decimal point, right justified, zero filled
35	
36	
37	Audit (Y/N) - char (1)
38	Final Letter Grade (Ex., A, B, C, etc.) left justified
39	
40	
41	Final Numeric Grade - two decimal places (Ex., 300)
42	
43	

## Transfer File

## DUE DATE: July 1

### TRANSFER FILE TYPE T

#### General Instructions

Report transfer information once a year and include data from all three reporting terms (summer, fall, and spring) in the academic year for transfer credit accepted for undergraduate students during any of these academic reporting terms, even if the student is not enrolled during that term. Do not include graduate and first-professional students.

Submit one record for each institution from which credit is accepted for each student. Report the semester the credit is accepted in columns 30-34. Report all transfer credits accepted regardless of whether the student is considered a first-time transfer or not. For example, a first-time transfer student may enter with coursework accepted from three institutions. That student will have three records for that term. A continuing student could take a summer or online class from another institution. When the student brings that transcript to your institution and you accept the credit, they would have one record for that term.

1. **Articulation Code** – In columns 35 and 36, provide the appropriate articulation code from Table 36 for each first-time undergraduate transfer with a certified transfer agreement. Codes should be **left justified**. Report the code ‘x’ in Column 35 for each student with no agreement.
2. **Transfer Framework for Baccalaureate Programs** – For each undergraduate first-time transfer student reported with the articulation code ‘D,’ report in columns 37 through 44 the certified framework code from Table 37. If the student was certified in two frameworks, report the second framework code in columns 45 through 52. Codes should be **left justified**.

#### Definitions

1. **Articulation Agreement or Framework** – The formal agreement as listed and defined in Table 36.
2. **Framework Code** – The code from Table 37 that identifies a specific transfer framework.
3. **Term** - Term refers to the academic reporting term when your institution accepts the credit and **not** the term the student took the course. Term is the year plus the semester coded as follows: summer = 20081; fall = 20082; spring = 20093.

#### List of Tables

<u>Table Number</u>	<u>Title</u>	<u>Page</u>
36	Transfer Articulation Agreements and Frameworks .....	250
37	Baccalaureate Transfer Frameworks .....	251

# **FORMAT OF TRANSFER RECORD TYPE T**

1	Form - T - char(1)
2	Institution Number(FICE Code) - char(8)
3	
4	
5	
6	
7	
8	
9	
10	Social Security Number - char(9)
11	
12	
13	
14	
15	
16	
17	
18	
19	Number of hours accepted in transfer - int(3)
20	
21	
22	Transfer FICE Code - char(8)
23	
24	
25	
26	
27	
28	
29	
30	Term e.g., 20081(summer 2008), 20082 (fall 2008), 20093(spring 2009) -
31	char(5)
32	
33	
34	
35	Articulation Code - see Table 36 - char(2)
36	
37	Framework Program (1) - see Table 37 - char(8)
38	
39	
40	
41	
42	
43	
44	
45	Framework Program (2) - see Table 37 - char(8)
46	
47	
48	
49	
50	
51	
52	

**TRANSFER FILE  
EXAMPLE**

TRANSFER FILE		Institution Number (FICE Code)	Social Security Number	First-Time Transfer (Y/N)	Number of Hours accepted in transfer	Transfer FICE Code	Term - e.g., 20071, 20072, 20073	Articulation Code	Framework Program (1)	Framework Program (2)
	Form - T									
Example 1	T	00196300	999-90-0001	Y	60	001979	20072	A		
	T	00196300	999-90-0001	Y	12	001997	20072			

# KET Telecourse Enrollment

<p style="text-align: center;"><b>DUE DATES:</b> <b>FALL: November 1      SPRING: March 30</b> <b>SUMMER: August 15</b></p>
---

**KENTUCKY EDUCATIONAL TELEVISION  
TELECOURSE ENROLLMENTS**

**General Instructions**

Report KET telecourse enrollment on a copy of the form provided in these guidelines.

For each reporting period in which your institution has enrollment, enter on the Telecourse Identification and Enrollment Form the department, course and section number, and title of each course as it appears in the KET Telecourse Catalog. Courses that have been canceled, regardless of the reason, should be reported on the form in the manner described above; however, instead of reporting enrollment, report that the course was canceled.

Mail the completed and signed form to the KET address provided on the reporting form by the reporting date.

**COUNCIL ON POSTSECONDARY EDUCATION**  
**TELECOURSE IDENTIFICATION AND ENROLLMENT FORM**  
**FOR KENTUCKY STATE-SUPPORTED AND INDEPENDENT INSTITUTIONS**  
**SEMESTER/TERM \_\_\_\_\_**

If your institution is participating in the Council on Postsecondary Education Telecourse Program, broadcast by KET, indicate ***in ink*** the telecourse name, institutional course identification associated with each telecourse, enrollment for each course, and then a grand total enrollment for all telecourse programs. ***Please indicate any telecourses canceled due to low enrollments or other reasons.***

**Institution** \_\_\_\_\_ **Respondent** \_\_\_\_\_  
 \_\_\_\_\_ (signature)  
 \_\_\_\_\_ (phone) \_\_\_\_\_ (title)

INSTITUTIONAL COURSE ID			ENROLLMENT  (Include canceled courses)	TELECOURSE NAME  (Telecourse name must match course listing in the KET Telecourse Catalog)
Department Abbreviation	Course Number	Section Number		

Grand Total Enrollment \_\_\_\_\_

**RETURN THIS FORM NOT LATER THAN AUGUST 15, NOVEMBER 1, OR MARCH 30 TO:**

Laura Orsetti  
 Kentucky Educational Television  
 600 Cooper Drive  
 Lexington, Kentucky 40502  
 (Phone: 859/258-7279 Fax: 859/258-7399)

**NOTE: Signature of respondent is necessary to meet PBS guidelines**

# Entrance Exam File

<b>DUE DATE:</b> <b>July 1</b>
-----------------------------------

## **ENTRANCE EXAM FILE**

### **General Instructions**

The Entrance Exam File replaces the Student Feedback File. Changes to the fields and definitions are described below. This file should include records for an institution's academic year cohort of first-time (including first-time transfer) undergraduate degree-seeking students (bachelor's, associate, certificate, and diploma), but exclude nondegree students. The inclusion of first-time transfer students is a change from the Student Feedback File. Unlike the Student Feedback File, only one Entrance Exam file needs to be submitted for each entry cohort in the winter after their first fall semester.

### **Entrance Exam File:**

1. **ACT Scores** –The mathematics, English, reading, science reasoning, and composite scores on the ACT Assessment that the institution uses for placement purposes. Test dates are included for each subscore to indicate when that subsection of the test was taken.
2. **First-Time Undergraduate Student** - An undergraduate student who has not previously attended any postsecondary institution or who attended postsecondary level courses as a high school student and is currently enrolled for the first time since high school graduation. DO NOT include students who are currently in high school taking postsecondary level courses. Includes first-time freshmen and first-time sophomores. Do not include first-time nondegree students in the Entrance Exam File.
3. **First-Time Undergraduate Transfer Student** - A certificate-, diploma-, or degree-seeking student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the undergraduate level. The student may transfer with or without credit.
4. **Institutional Placement** – If an institutional assessment, such as an exam developed by a department, was used to place a student in a college-level course, report a “1” in the appropriate column. Otherwise leave the column blank.
5. **Placement Exams** – Exams administered on-campus that are used to place students who do not report ACT or SAT scores or students who would like to place out of developmental coursework. Report by subject. If students take more than one placement exam in a given subject, report the score on the highest level exam taken.

## 6. Placement Exam Codes

<u>Code</u>	<u>Exam</u>
01	Accuplacer Reading Comprehension (Reading)
02	Accuplacer Sentence Skills (Writing)
03	Accuplacer Elementary Algebra (Math)
04	Accuplacer Arithmetic (Math)
05	Accuplacer WritePlacer (English/Writing)
06	Asset Writing Skills (English/Writing)
07	Asset Numerical Skills (Math)
08	Asset Reading Skills (Reading)
09	Asset Elementary Algebra (Math)
10	Asset Intermediate Algebra (Math)
11	Asset College Algebra (Math)
12	Asset Geometry (Math)
13	Compass Writing Skills (English/Writing)
14	Compass Reading (Reading)
15	Compass Pre-Algebra (Math)
16	Compass Algebra (Math)
17	Compass College Algebra (Math)
18	Compass Geometry (Math)
19	Compass Trigonometry (Math)
20	TOEFL (report in English/Writing)

7. **SAT Scores** – Report here the Critical Reading, Mathematics, Writing, and total scores on the SAT Assessment that the institution uses for placement purposes. Test dates are included for each subscore to indicate when that subsection of the test was taken.

**ENTRANCE EXAM FILE LAYOUT**  
**(One record per student)**

<b><u>Column</u></b>	<b><u>Length</u></b>	<b><u>Type</u></b>	<b><u>Table</u></b>	<b><u>Field Description</u></b>
1	1	Alpha	1	Form Number, always E
2-9	8	Numeric		Institution Number (FICE Code)
10-18	9	Numeric		Social Security Number (must be non-blank)
19-33	15	Alpha		Last Name (left justify)
34-43	10	Alpha		First Name (left justify)
44-45	2	Numeric		ACT Math Score
46-51	6	Numeric		Test date of ACT Math Score (MM/YYYY)
52-53	2	Numeric		ACT English Score
54-59	6	Numeric		Test date of ACT English Score (MM/YYYY)
60-61	2	Numeric		ACT Reading Score
62-67	6	Numeric		Test date of ACT Reading Score (MM/YYYY)
68-69	2	Numeric		ACT Science Reasoning Score
70-75	6	Numeric		Test date of ACT Science Reasoning Score (MM/YYYY)
76-77	2	Numeric		ACT Composite Score
78-83	6	Numeric		Test date of ACT Composite Score (MM/YYYY)
84-86	3	Numeric		SAT Critical Reading Score
87-92	6	Numeric		Test date of SAT Critical Reading Score (MM/YYYY)
93-95	3	Numeric		SAT Mathematics Score
96-101	6	Numeric		Test date of SAT Mathematics Score (MM/YYYY)
102-104	3	Numeric		SAT Writing Score
105-110	6	Numeric		Test date of SAT Writing Score (MM/YYYY)
111-114	4	Numeric		SAT Total Score
115-120	6	Numeric		Test date of SAT Total Score (MM/YYYY)
121-122	2	Numeric		Math Placement Exam Code (refer to definition for code)
123-124	2	Numeric		Math Placement Exam Score
125-126	2	Numeric		English/Writing Placement Exam Code (refer to definition for code)
127-128	2	Numeric		English/Writing Placement Exam Score
129-130	2	Numeric		Reading Placement Exam Code (refer to definition for code)
131-132	2	Numeric		Reading Placement Exam Score
133	1	Numeric		Institutional Placement in Math
134	1	Numeric		Institutional Placement in English/Writing
135	1	Numeric		Institutional Placement in Reading

# Student Financial Aid

<b>DUE DATE:</b> <b>November 15, 2008</b>
--

## **STUDENT FINANCIAL AID FILE**

### **General Instructions**

This file will include records for all undergraduate students who received financial aid from any source during the 2007-08 academic year, whether or not a FAFSA was filed. The amounts reported should be the cumulative total of all aid given to a student within a single category at any time within the 2007-08 academic year, including the fall 2007, spring 2008, and summer 2008 semesters. Undergraduate students are defined by student classification in Table 7 of the database guidelines and the records submitted will be matched against an institution's Type 1 Enrollment records for the fall 2007, spring 2008, and summer 2008 semesters accordingly.

All aid amounts should reflect student financial aid that has been disbursed, not awarded. Funds include those that the financial aid office awards to a student through the Bursar's Office. Funds that are based upon a third party billing are considered disbursed aid and should be included in the data. Likewise, private aid, such as employer reimbursements or outside scholarships that are paid directly to the students and do not go through the financial aid office should be reported to the extent that the financial aid office is aware of the aid awarded. Dollar amounts for the aid fields are five digits long to capture amounts up to \$99,999.49 rounded to the nearest dollar, without commas or decimals. For example, an aid amount of "\$12,345.78" should be submitted as "12346." The income fields are eight digits long to capture amounts up to \$9,999,999.49 rounded to the nearest dollar, with a negative sign but without commas or decimals. Negative numbers should be reported in these fields with a negative sign.

## **Data Definitions:**

1. **Employer Paid Tuition** – This field includes tuition paid by third-party employers only, to the extent that the student financial aid office is aware of tuition paid by third party employers. Tuition waivers given to faculty/staff and their families should not be included here, but should be included in the Tuition Waivers field.
2. **FAFSA/ISIR Cost of Attendance (COA)** – This field should reflect the student's most updated amount that was used for calculating student aid during the 2007-08 academic year, including the FAFSA/ISIR COA or one that has been adjusted by your institution.
3. **FAFSA/ISIR Dependency Status** – This field should reflect the student's most updated status during the 2007-08 academic year and should be reported using ISIR codes:
  - D = Dependent, calculated EFC provided
  - I = Independent, calculated EFC provided
  - X = Dependent rejected, no EFC calculated
  - Y = Independent rejected, no EFC calculated
  - Blank = missing
4. **FAFSA/ISIR Expected Family Contribution (EFC)** – This field is for the student's primary EFC and should reflect the student's most updated amount that was used for calculating student aid during the 2007-08 academic year including the FAFSA/ISIR EFC or one that has been adjusted by your institution. If a student's EFC is "None Calculated," report this under the dependency code, as on the ISIR.
5. **FAFSA/ISIR Dependents Other than Children/Spouse?** – This field should reflect the student's most updated status during the 2007-08 academic year and should be reported using ISIR codes:
  - 1 = Yes
  - 2 = No
  - Blank = missing
6. **FAFSA/ISIR Father's Educational Level** – The father's highest grade level completed should reflect the student's most updated status during the 2007-08 academic year and should be reported using ISIR codes:
  - 1 = Middle School/Jr. High
  - 2 = High School
  - 3 = College or beyond
  - 4 = Other/Unknown
  - Blank = missing

7. **FAFSA/ISIR Grade Level in College** – This field should reflect the student’s most updated status during the 2007-08 academic year and should be reported using ISIR codes:
- 0 = 1st year, never attended college before
  - 1 = 1st year, attended college before
  - 2 = 2nd year/sophomore
  - 3 = 3rd year/junior
  - 4 = 4th year/senior
  - 5 = 5th year/other undergrad
  - Blank = missing
8. **FAFSA/ISIR Have Children You Support?** – This field should reflect the student’s most updated status during the 2007-08 academic year and should be reported using ISIR codes:
- 1 = Yes
  - 2 = No
  - Blank = missing
9. **FAFSA/ISIR Marital Status (Student’s)** – This field should reflect the student’s most updated status during the 2007-08 academic year and should be reported using ISIR codes:
- 1 = Unmarried (single, widowed, divorced)
  - 2 = Married/Remarried
  - 3 = Separated
  - Blank = missing
10. **FAFSA/ISIR Mother’s Educational Level** – The mother’s highest grade level completed should reflect the student’s most updated status during the 2007-08 academic year and should be reported using ISIR codes:
- 1 = Middle School/Jr. High
  - 2 = High School
  - 3 = College or beyond
  - 4 = Other/Unknown
  - Blank = missing
11. **FAFSA/ISIR Parent’s Adjusted Gross Income from IRS Form** – This field should reflect the most updated amount that was used for calculating student aid during the 2007-08 academic year, including the FAFSA/ISIR amount or adjustments made by your institution.
12. **FAFSA/ISIR Student Adjusted Gross Income from IRS Form** – This field should reflect the most updated amount that was used for calculating student aid during the 2007-08 academic year, including the FAFSA/ISIR amount or adjustments made by your institution.
13. **FAFSA/ISIR Total Income (TI: Family Income)** – This field should reflect the most updated amount that was used for calculating student aid during the 2007-08 academic year, including the FAFSA/ISIR amount or adjustments made by your institution.

- 14. Federal Financial Aid Fields** – These fields should include the cumulative amount of financial aid disbursed to each student from a particular federal program throughout the academic year, including the fall, spring, and summer semesters.
- 15. Institutional Grants and Scholarships** – Includes institutional grants, scholarships, fellowships, and other aid which the student does not need to pay back and which does not include a work expectation. Following IPEDS, “These awards do not require the performance of services by the recipient while a student (such as teaching) or subsequently. The term does not include loans to students (subject to repayment), College Work-Study Program (CWS), or awards granted because of faculty or staff status. Also not included are awards to students where the selection of the student recipient is not made by the institution. Examples of this would include Lions Club scholarships where the club selects the recipient and Wal-Mart scholarships where the company names the recipient.” If a third party selects the student recipient, this award should be included under “Scholarships/Grants from Third Parties.”
- 16. Institutional Need-Based Grants/Scholarships, Loans or Work-Study** – The cumulative academic year amount of institutional aid of that particular type disbursed to a student based solely on financial need as determined by the Federal Methodology (federal Cost of Attendance (COA) minus federal Expected Family Contribution (EFC)). If any factor other than need is used to determine eligibility for a portion of a student’s aid, report that portion as need/merit-based aid.
- 17. Institutional Need/Merit-Based Grants/Scholarships, Loans or Work-Study** – The cumulative academic year amount of institutional aid of that particular type aid disbursed to a student based on any combination of financial need as determined by the Federal Methodology (federal Cost of Attendance (COA) minus federal Expected Family Contribution (EFC)) and on merit, including academic achievement or special skills, talents, characteristics, etc. Merit is not limited to academic merit alone, but includes aid awarded to students with special skills such as athletes or musicians, and aid awarded to students based on any characteristic other than financial need as defined above. Leave these fields blank if your institution does not combine need and merit (as these terms are defined in this document) in the disbursing of aid.
- 18. Institutional Merit-Based Grants/Scholarships, Loans or Work-Study** – The cumulative academic year amount of institutional aid of that particular type disbursed to a student based solely on merit, including academic achievement or special skills, talents, characteristics, etc. Merit is not limited to academic merit alone, but includes aid awarded to students with special skills such as athletes or musicians, and aid awarded to students based on any characteristic other than financial need as defined above.
- 19. Kentucky’s Affordable Pre-Paid Tuition (KAPT)** – The Council is aware that some institutions do not have the ability to report this item. In that case, leave this field blank.

- 20. Scholarships/Grants from Third Parties** – This category includes awards to students where the selection of the student recipient is not made by the institution. Examples of this would include Lions Club scholarships where the club selects the recipient and Wal-Mart scholarships where the company names the recipient. A standing scholarship program funded by a third party for which the institution chooses the student recipients should be recorded under “Institutional Grants and Scholarships.”
- 21. Tuition Waivers and Discounts** – This field includes any tuition waiver or discount given to faculty/staff and their families, as well as statutory tuition waivers such as those granted to former foster children or veterans. A tuition waiver is tuition not charged to the student’s account, or a waiver of all or part of the tuition due; a waiver includes no funding from internal or external sources. Regardless of accounting procedures at your particular institution, it is the intent of this data element to capture the value of tuition that is not charged, whether a discount or a waiver.

**STUDENT FINANCIAL AID FILE**  
(One record per student)

<u>Column</u>	<u>Length</u>	<u>Type</u>	<u>Table</u>	<u>Field Description</u>
1	1	Numeric		Form Number, always A
2-9	8	Numeric	1	Institution Number (FICE Code)
10-18	9	Numeric		Social Security Number (must be non-blank and without dashes)
19-33	15	Alpha		Last Name (left justify)
34-43	10	Alpha		First Name (left justify)
44-48	5	Numeric		FAFSA/ISIR Cost of Attendance (COA)
49-53	5	Numeric		FAFSA/ISIR Expected Family Contribution (EFC)
54-61	8	Numeric		FAFSA/ISIR Total Income (TI: Family Income)
62-69	8	Numeric		FAFSA/ISIR Student Adjusted Gross Income (from IRS form)
70-77	8	Numeric		FAFSA/ISIR Parents' Adjusted Gross Income (from IRS form)
78	1	Alpha		FAFSA/ISIR Dependency Status
79	1	Numeric		FAFSA/ISIR Marital Status (Student's)
80-81	2	Alpha		FAFSA/ISIR State of Legal Residence
82	1	Numeric		FAFSA/ISIR Grade Level in College
83	1	Numeric		FAFSA/ISIR Father's Educational Level
84	1	Numeric		FAFSA/ISIR Mother's Educational Level
85	1	Numeric		FAFSA/ISIR Have Children You Support?
86	1	Numeric		FAFSA/ISIR Dependents Other than Children/Spouse?
87-91	5	Numeric		Pell Grants
92-96	5	Numeric		Subsidized Stafford Loans (FFEL or Direct)
97-101	5	Numeric		Unsubsidized Stafford Loans (FFEL or Direct)
102-106	5	Numeric		PLUS Parent Loans (FFEL or Direct)
107-111	5	Numeric		Perkins Loans
112-116	5	Numeric		Federal SEOG Grants
117-121	5	Numeric		Federal Work Study
122-126	5	Numeric		Robert Byrd Honors Scholarships
127-131	5	Numeric		Federal Health Professions Loans (Nursing, HPSL, Primary Care, Disadvantaged)
132-136	5	Numeric		Federal Health Professional Disadvantaged Students Scholarships
137-141	5	Numeric		The National Science & Mathematics Access to Retain Talent Grant (National SMART Grant)
142-146	5	Numeric		Federal Academic Competitiveness Grant (ACG)
147-151	5	Numeric		College Access Program (CAP) Grants
152-156	5	Numeric		Kentucky Educational Excellence Scholarships (KEES)
157-161	5	Numeric		Kentucky Tuition Grants
162-166	5	Numeric		KY Teacher Awards
167-171	5	Numeric		Early Childhood Development Scholarships
172-176	5	Numeric		Kentucky National Guard Tuition Award Program
177-181	5	Numeric		Kentucky Minority Educator Recruitment and Retention

**STUDENT FINANCIAL AID FILE**  
**(One record per student)**

<u>Column</u>	<u>Length</u>	<u>Type</u>	<u>Table</u>	<u>Field Description</u>
				Scholarships
182-186	5	Numeric		KHEAA Work Study
187-191	5	Numeric		Other State Grants
192-196	5	Numeric		Institutional Need-Based Grants and Scholarships
197-201	5	Numeric		Institutional Need/Merit-Based Grants and Scholarships
202-206	5	Numeric		Institutional Merit-Based Grants and Scholarships
207-211	5	Numeric		Institutional Need-Based Loans
212-216	5	Numeric		Institutional Need/Merit-Based Loans
217-221	5	Numeric		Institutional Merit-Based Loans
222-226	5	Numeric		Institutional Need-Based Work-Study
227-231	5	Numeric		Institutional Need/Merit-Based Work-Study
232-236	5	Numeric		Institutional Merit-Based Work-Study
237-241	5	Numeric		Scholarships/Grants from Third Parties
242-246	5	Numeric		Employer Paid Tuition
247-251	5	Numeric		Tuition Waivers and Discounts
252-256	5	Numeric		ROTC/Armed Forces Grants
257-261	5	Numeric		JTPA, Job Training, Vocational Rehabilitation
262-266	5	Numeric		Bureau of Indian Affairs Grants
267-271	5	Numeric		Scholarships/Grants from State Agencies outside KY
272-276	5	Numeric		Other Loans (Private, Commercial, etc.)
277-281	5	Numeric		Kentucky's Affordable Pre-Paid Tuition (KAPT)
282-286	5	Numeric		Veterans' Benefits

# Licensure and Certification Exams

<b>DUE DATE: OCTOBER 1</b>
--------------------------------

## **LICENSURE AND CERTIFICATION EXAMS REPORT**

### **Background**

Beginning in 2001, the Council staff collected pass rates for selected licensure and certification exams from the institutions through ad hoc information requests. These requests included pass rates for licensure or certification exams for attorneys, dentists, pharmacists, physicians, radiologic technologists, and respiratory therapists. The staff collected results directly from licensing boards for engineers, nurses, and physical therapists.

Partial results from the ad hoc data collections are displayed on the Key Indicators Website. This data will ultimately become part of the Council's consumer guide, a public information resource related to the Key Indicators project. In addition, licensure and certification pass rates may be used to support efforts to gauge student learning in Kentucky and nationally.

This information is increasing in its use and visibility within the Council. Incorporating this information into the Comprehensive Data Base will provide an accessible record for the collection with a regular process for reviewing and updating the file.

### **General Instructions**

Each summer, institutions will report, as appropriate, pass rates for licensure/certification exams for the indicated professions:

- Attorney
- Dentist
- Pharmacist
- Physician
- Radiologic Technologist
- Respiratory Therapist

Reports will include the test dates, number of first-time takers, and the number of first-time takers passing for the previous twelve-month period. Multiple administrations of an exam within the reporting year should be reported as separate records. Reports should be submitted via Excel spreadsheet. Council staff will continue to collect results directly from licensing boards for engineers, nurses, and physical therapists.

**LICENSURE AND CERTIFICATION EXAMS 2007-08**

**Due Date: ~~July 15~~ October 1, 2008**

<b>Profession/Exam</b>	<b>Test Date</b>	<b>Number of First-Time Takers</b>	<b>Number Passing</b>	<b>Pass Rate</b>
<hr/>				
<b>Attorney</b>				
Kentucky Bar Exam				
Ohio Bar Exam (NKU)				
Indiana Bar Exam (UL)				
<b>Dentist</b>				
National Dental Board Exam, Part 2				
<b>Pharmacist</b>				
North American Pharmacists Licensure Exam				
<b>Physician</b>				
US Medical Licensure Exam, Part 2				
<b>Radiologic Technologist</b>				
American Registry of Radiologic Technologists				
<b>Respiratory Therapist</b>				
National Board for Respiratory Care Exam				
<hr/>				

**RETURN TO:**

**Martha Evilsizor, Council on Postsecondary Education**

**Email: [Martha.Evilsizor@ky.gov](mailto:Martha.Evilsizor@ky.gov)**

Estimated Spring  
Degrees  
And Other  
Formal Awards Conferred

**DUE DATE:**  
**May 17**

**PRELIMINARY DEGREES AND FORMAL AWARDS CONFERRED  
SPRING 2009**

**General Instructions**

Report the number of degrees and formal awards that were conferred in the spring semester. This number should be an estimate of those that will be reported as **spring** graduates on the official degrees conferred file that will be submitted in August.

Institution\_\_\_\_\_

**Preliminary Degrees/Formal Awards Conferred**

Diploma	Certificate	Associate	Bachelor's	Master's/Spec	Doctoral	First-Prof.	Total

Name of Respondent\_\_\_\_\_

Telephone

Number\_\_\_\_\_

**Please email this completed form to [Martha.Evilsizor@ky.gov](mailto:Martha.Evilsizor@ky.gov) or  
fax to Martha Evilsizor at (502) 573-1535**

Degrees  
And Other  
Formal Awards Conferred

July 1, 2008 – June 30, 2009

**DUE DATE:**  
**August 1**

**DEGREES AND FORMAL AWARDS CONFERRED**  
**JULY 1 - JUNE 30**

**General Instructions**

The degrees and formal awards file should reflect the academic period between July 1, 2008, and June 30, 2009. One record for each degree or award conferred should be included in this submission. The date for each degree or award conferred should be reported by term – fall, spring, or summer. Do not report any degrees or awards conferred in previous academic years or not yet completed based on institutional academic policy. Reporting of multi-institution (joint, collaborative, or cooperative) degrees should reflect the degree-granting status of the participating institutions. See Table 17.

**Degrees and Formal Awards Conferred Record:**

- ~~1. **Century** - In compliance with year 2000, indicate the century in which the degree was awarded by reporting a '19' or '20' in columns 87 and 88. Also indicate the century in which the student was born by reporting a '19' or '20' in columns 89 and 90.~~
1. **Birth Year** - Report the student's full date of birth (MMDDYYYY).
2. **Date Conferred** - Report the date of receipt of degree, certificate, or diploma for graduates whose date of completion of degree, certificate, or diploma requirements and date of receipt of degree, certificate, or diploma differ. If a degree is awarded and backdated to a previous reporting period, report the degree in the next reporting period. Report the year and semester conferred. For example, 20072 would be fall 2007.
3. **Majors** - Majors must be consistent with each institution's program inventory. Use only those codes listed for your institution in Table 17.
4. **Earned Credit Hours** - For each first-time associate and baccalaureate degree recipient, report in columns ~~84-86~~ 123-125 the total number of credit hours earned at the time of degree or program completion. This total should include the number of hours accepted in transfer. Do not report credit hours for persons earning a second degree at the same level. For these persons, report **tbd** (transfer baccalaureate degree) or **tad** (transfer associate degree). For each certificate or diploma recipient, report in columns ~~84-86~~ 123-125 the total number of semester credit hours earned for that credential. For subsequent certificate or diploma completions within the same program area, report only the additional hours earned for the additional certificate or diploma.
- ~~5. **First Time Conferred** - If degrees or awards were conferred for the reporting period in a program or discipline specialty new to your institution, code '\*' in column 59 of the record for each student receiving that degree or award and for each reported major.~~
6. **Honorary Degree** - Do not include honorary degrees in this report.
7. **Majors of Students Prepared to Teach** - Students receiving baccalaureate degrees that have prepared them to teach an academic subject such as English, biology, or French should be reported respectively in English (23.0101), biology (26.0101), and French (16.0901) and not in education.

8. **Multi-Institution Program** – If the student received a degree offered jointly by more than one institution, report ‘X’ in column 94 122.
9. ~~**Multiple Degree Program Code** – For each CIP code that has more than one degree designation at the same level, report in column 60 for the first major the specific degree the student is seeking. Use codes in Table 33A.~~
9. **Multiple Majors** - When a student graduates with a major in two or more discipline specialties, report each discipline specialty in which the student completed a major. The first reported major (columns 64–68 106-113) should agree with the major reported to NCES in the IPEDS Completions Survey.
10. **State/County of Origin** - Use the FIPS codes found in Tables 4A and 5A for reporting state and county of origin. If the student’s state of origin is Kentucky, report the county of origin using the FIPS codes from Table 5-A. If the student’s state of origin is something other than Kentucky, report the county of origin using the FIPS codes found at <http://www.itl.nist.gov/fipspubs/co-codes/states.htm>.
11. **Reciprocity State/County** - For reciprocity students, report their state and county of origin in columns 79-83 as well as the reciprocity state and county in columns 84-88, even though they may be the same. Do not leave the state and county of origin fields blank.
12. **ID Type** – Report ‘1’ if the student ID is a valid Social Security Number or ‘2’ if it is some other ID number (institutional ID, SEVIS, other).
13. **Degree Conferred** – Report in columns 91-105 the specific degree being conferred; for example, BA, BS, AA, AAS.

## DEGREES AND FORMAL AWARDS CONFERRED

### **Definitions**

1. **Certificate Program Less Than One Year** - An institutionally approved, formally organized undergraduate program which is less than 24 hours in length or a graduate program that is less than 18 hours in length is not subject to approval by CPE.
2. **Date of Conferral** - The date of graduate's receipt of degree, certificate, or diploma:
  1. *Summer* – Degrees, certificates, or diplomas awarded at close of summer semester;
  2. *Fall* – Degrees, certificates, or diplomas awarded at close of fall semester; or
  3. *Spring* – Degrees, certificates, or diplomas awarded at close of spring semester.
3. **Diploma** - A program of study designed to prepare students for technical employment within a one- to two-year period (36-68 credit hours). The total number of credit hours for the diploma must not exceed those required for a degree in the same program of study. A prescribed program of technical and general education courses is designed to prepare students for a specific job title.
4. **First-Professional Degrees** - Degrees in dentistry (D.D.S. or D.M.D.), medicine (M.D.), law (LL.B. or J.D.), or pharmacy (Pharm.D.).
5. **Kentucky County, State, Territory, or Foreign Country of Origin** - County, state, territory, or country of legal residence at time of first admission to the institution.
6. ~~**Multiple Degree Program Code**~~ - ~~A code that is used to identify multiple degree programs at the same level; for example, a BA and BFA in art.~~
6. **Residency Status** - Current status used for tuition and fee payment purposes.

**LIST OF TABLES  
FOR  
DEGREES AND OTHER FORMAL AWARDS CONFERRED**

<b><u>Table Number</u></b>	<b><u>Title</u></b>	<b><u>Page</u></b>
1	Institution Codes (State Supported).....	145
2	Ethnic Codes.....	146
3	Residency Status Codes.....	147
4-A	State Codes .....	148
4-B	Foreign Country and U.S. Territory Codes .....	149
5-A	Kentucky County Codes.....	167
12	Level of Degree or Formal Award Conferred Codes.....	181
17	Approved Degree Program Codes .....	214
<del>33-A</del>	<del>Multiple Degrees .....</del>	<del>355</del>
<del>33-B</del>	<del>Multiple Degrees .....</del>	<del>359</del>

**FORMAT OF DEGREES AND FORMAL AWARDS CONFERRED RECORD**  
**(One Record Per Degree or Award Conferred)**

1	Form - 1 - char(1)
2	Date Conferred: Year Plus Term, e.g.
3	20072 = Fall 2007
4	1=Summer, 2=Fall, 3=Spring
5	
6	
7	Institution Number(FICE Code) - char(8)
8	see Table 1
9	
10	
11	
12	
13	
14	
10	Social Security Number - char(9)
11	
12	
13	
14	
15	
16	
17	
18	
19	ID Type - 1=Valid SSN, 2=Other ID - char(1)
20	Last Name - expanded from 15 to 25
21	positions - left justified char(25)
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
32	
33	
34	
35	
36	
37	
38	
39	
40	
41	
42	
43	
44	

45	First Name - expanded from 10 to 15
46	positions - left justified char (15)
47	
48	
49	
50	
51	
52	
53	
54	
55	
56	
57	
58	
59	
60	
61	
62	
63	
64	
65	
66	
67	
68	Birth Date - mmddyyyy - char(8)
69	
70	
71	
72	
73	
74	
75	
76	Gender - (M/F) - char(1)
77	Race - (1=Nonresident Alien, 2=Black,nonhispanic, 3=American Indian or Alaskan Native, 4=Asian or Pacific Islander, 5=Hispanic, 6=White,nonhispanic, 7=Unknown) - char(1)
78	Residency (A,B,C,D,E,F) - char (1)
79	State/Country of Origin - FIPS for states - char(2)
80	County of Origin - FIPS - char(3)
81	
82	
83	
84	Reciprocity State - FIPS - char(2)
85	
86	Reciprocity County - FIPS - char(3)
87	
88	
89	Level of Degree - char(2) see Table 12
90	

91	Degree Conferred - e.g. BA, BS, AA, AAS - left justified char(15)
92	
93	
94	
95	
96	
97	
98	
99	
100	
101	
102	
103	
104	
105	
106	First Major Program - left justified char(8)
107	
108	
109	
110	
111	
112	
113	
114	Second Major Program - char(8) left justified
115	
116	
117	
118	
119	
120	
121	
122	Multi-Institutional Program - blank or X char(1)
123	Earned Credit Hours at Time of Degree - right justified numeric(3)
124	
125	

## Summer Degrees

<b>DUE DATE: December 1</b>
---------------------------------

## **SUMMER DEGREES**

### **General Instructions**

Council staff **will** include summer semester graduations in the IPEDS Graduation Rate Survey rate calculation. Because summer 2008 degrees data are not officially submitted until August 1, 2009, institutions can submit a separate summer 2008 degrees file by December 1, 2008, that will be used in determining the 2009 graduation rate in May 2009.

### **Summer Degrees**

Report summer data using the same format specified for the annual degrees and formal awards on page 64.

### **Definitions**

1. **Summer Degrees Data** – Degrees, certificates, or diplomas awarded at the close of the summer semester.

## Target Census Tracts

<b>DUE DATE: November 1</b>
---------------------------------

**ADDRESS FILE FOR TARGET CENSUS TRACTS  
FALL**

**General Instructions**

The address file used for target census tracts in Fayette and Jefferson counties should include the corresponding street address of first-time Kentucky resident African American students who, at the time of admission, reported a permanent address zip code from the following list:

Fayette County (40511, 40504, 40505, 40507, 40508)

Jefferson County (40202, 40203, 40208, 40209, 40210, 40211, 40212, 40214, 40215, 40216, 40218, 40219, 40258, 40272)

**Please email file on or before November 1 to:**

**Mike.Bailey@ky.gov**

## FORMAT OF TARGET CENSUS TRACT RECORD

(One Record Per Student)

<u>Column</u>	<u>Length</u>	<u>Type</u>	<u>Table</u>	<u>Field Description</u>
1-8	8	Numeric	1	FICE Code
9-17	9	Numeric		Social Security Number (must be non blank)
18-32	15	Alpha		Last Name (left justify)
33-42	10	Alpha		First Name (left justify)
43-45	3	Numeric	5A	County of Origin (right justify, zero filled)
46-55	10	Alphanumeric		Street Number (right justify)
56-95	40	Alphanumeric		Street Name (left justify)
96-115	20	Alpha		City (left justify)
116-120	5	Numeric		Zip Code

# Tuition Waiver for Foster and Adopted Children

<b>DUE DATE: August 15</b>
--------------------------------

## **TUITION WAIVER FOR FOSTER AND ADOPTED CHILDREN**

### **General Instructions**

Institutions must identify enrolled students who received tuition waivers because they were adopted or foster children. The information from this survey will be used to determine the number of recipients enrolled and the number who received a degree. This information will be reported annually on November 30 to the Legislative Research Commission as mandated in KRS 164.2847.

Submit a file containing the institution code and the student social security number for each waiver recipient enrolled during any one of the three semesters of the previous fiscal year, beginning with the summer semester. Tuition waiver recipients who received a degree or formal award should be identified.

### **Report Due**

### **Includes Recipients Enrolled**

August 15, 2008

Summer 2007, Fall 2007, Spring 2008

August 15, 2009

Summer 2008, Fall 2008, Spring 2009

### **Record Layout**

<b><u>Column</u></b>	<b><u>Length</u></b>	<b><u>Type</u></b>	<b><u>Table</u></b>	<b><u>Field Description</u></b>
1-8	8	Numeric	1	Institution Number
9-17	9	Numeric		Social Security Number
18	1	Alpha		Degree or Formal Award Recipient; Y=Yes, N=No

# The Michael Minger Act Report

# **The Minger Reporting System**

## **About the Law**

The Michael Minger Act is a Kentucky state law that requires public colleges and universities as well as private institutions licensed by the Kentucky Council on Postsecondary Education (CPE) to report campus crimes to their employees, students, and the public on a timely basis.

## **About the Reporting System**

The Minger Reporting System is a Web-based data input system provided by the Kentucky Council on Postsecondary Education. As part of the Michael Minger Act, the Council is responsible for providing crime statistics and policy information for all postsecondary education institutions in Kentucky. The Minger Reporting System can be found at [www.Minger.ky.gov](http://www.Minger.ky.gov). The site is open for reporting beginning January 1 of each year and **the report must be completed by August 31 of each year.**

# PROGRAMS AND COURSES

# Degree Program Inventory

## DEGREE PROGRAM INVENTORY

Institutional degree program inventories are maintained by Council on Postsecondary Education staff and are updated as changes and additions are approved by an institution's governing board or by the Council on Postsecondary Education. Institutions are responsible for notifying Council staff of all adjustments to their program inventories that are approved at the institutional level.

Approved degree program inventories are listed in the Tables Section (Table 17).

### DEFINITIONS

1. **Multi-Institution Programs** - A multi-institution program involves resource sharing among multiple institutions or organizations. Multi-institution programs are defined as cooperative, collaborative, joint, or other multi-institution arrangements. All participating institutions and organizations share responsibility for some aspects of the program's delivery and quality. The appropriate faculty and staff of each participating institution will agree on the home institution for enrollment, degree conferral, financial aid, program delivery, the allocation of equipment and facilities, provision of student services, assessment criteria, and the general management of the program. A copy of the program agreement will be submitted to the Council on Postsecondary Education by each institution's chief academic officer prior to recognition of the arrangement on the Council's *Registry of Degree Programs*.
2. **Cooperative Programs** - A cooperative program is a stand-alone program under the sponsorship of a single institution but which may contain elements of resource sharing agreed upon by one or more other institution(s) or organization(s) when offered on the campus of the non-degree granting institution. In a cooperative program of instruction, the sponsoring institution awards the degree or credential. The credential awarded may indicate the cooperative nature of the program. The program at the participating institution(s) is registered on the Council's *Registry of Degree Programs* in an "enrollment-only" reporting category.
3. **Collaborative Programs** - A collaborative program is under the sponsorship of more than one institution and contains elements of resource sharing agreed upon by multiple institutions or organizations. None of the participating institutions delivers the entire program alone. All participating institutions need not have the authority to award the degree or credential. Participating institutions and organizations share responsibility for the program's delivery and quality. The credential awarded may indicate the collaborative nature of the program. The program at each participating institution is registered on the Council's *Registry of Degree Programs* as a collaborative enrollment-only or collaborative degree-granting program.
4. **Joint Programs** - A joint program is a program that is mutually sponsored by two or more institutions leading to a single credential or degree, which is conferred by both or all participating institutions. None of the participating institutions delivers the entire program alone. All participating institutions and organizations share responsibility for all aspects of the program's delivery and quality. The credential indicates the joint nature of the program. The program is registered on the Council's *Registry of Degree Programs* in an enrollment and degree-granting category for each institution participating in the joint program.
5. **Other Multi-Institutional Arrangements** - Multiple-institution program offerings - such as two-plus-two arrangements - not covered by the cooperative, collaborative, and joint program definitions will be identified as appropriate on the Council's *Registry of Degree Programs* based on institutional agreements.

# Course Inventory

**DUE DATES:**  
**FALL: November 1      SPRING: March 30**  
**SUMMER: August 15**

**COURSE INVENTORY**  
**FALL/SPRING/SUMMER**

**General Instructions**

The Council maintains an inventory of active courses which includes the course prefix, number, title, Classification of Instructional Program (CIP) code, remedial education indicator (when applicable), number of credit hours (minimum and maximum), and general education designation codes (when applicable) for each course. The primary purposes of the course inventory are to support the General Education Transfer Policy and the Transfer Frameworks.

The course inventory will be maintained through the submission of the Type C record at the same time as the Type 3 record for all courses offered in an academic term.

In addition to the Type C record, submit a copy of the course description for each new course and for each course for which a substantive content change was made. The relevant course descriptions may be submitted as a hard copy, an electronic copy, or if the new or revised description is available on the Internet, submit the course description's Internet address.

A Type C record for each course will be comprised of the following fields from the Type 3 record: Institution ID (FICE Code), ~~Department Abbreviation (Prefix)~~ Course Prefix, and Course Number.

In addition, submit the Course Title; a 2-digit CIP code; a Remedial Course Category, if appropriate; General Education Codes 1 and 2, if appropriate; and for courses that were previously offered with a different prefix or number identification, the Previous ~~Department Abbreviation (Prefix)~~ Course Prefix, and Previous Course Number.

The "previous course" will be deactivated (given a suspended indicator) when reported as replaced by the new identification. Courses not offered for a period of three (3) calendar years will be deactivated (given a course suspended indicator) on the course inventory. The Council will initiate the three-year review process of institutional course inventories as necessary.

**Type C Record:**

1. Create one record for each course offered during an academic term.
2. **Institutional Number** – Enter the institutional FICE code.
3. ~~**Department Abbreviation**~~ **Course Prefix** – From the Type 3 record, copy the ~~department~~ course prefix currently used for each course offered. Changed field length from four to five.
4. **Course Number** – From the Type 3 record, copy the course number currently used for each course offered. Changed field length from four to five.
5. **Course Title** – Enter the course title currently used for each course offered. Use all capital letters.
6. **CIP Code** – Enter the 2-digit CIP code as it should appear on the course inventory file.

7. **CIP 32 Course Categories** – To be used only for courses coded CIP 32; leave blank if not a CIP 32 course. For each course coded CIP 32, assign a code from Table 26, using the following category descriptions:
1. *Remedial English*: Course to prepare students for college-level study in English. Usually does not apply toward graduation requirements.
  2. *Remedial Math*: Course to prepare students for college-level study in mathematics. Usually does not apply toward graduation requirements.
  3. *Remedial Science*: Course to prepare students for college-level study in science. Usually does not apply toward graduation requirements.
  4. *Remedial Reading*: Course to prepare students for college-level study. Usually does not apply toward graduation requirements.
  5. *Non-remedial Reading/Learning/Study Skills*: Course to improve college-level reading, learning, or study skills. May apply toward graduation requirements.
  6. *English for Foreign Students*: Fundamentals of written and/or spoken English for foreign students.
  7. *Orientation*: General orientation to the institution, college, school, or department.
  8. *Professional/Career*: General course on career counseling or career choice.
  9. *Nonremedial, Other*: Nonremedial basic skills courses not covered by categories 5, 6, 7, or 8.
  10. *Remedial Learning Skills/Other*: Remedial courses not included in categories 1, 2, 3, or 4.
8. **General Education Courses** – For each lower and upper division course that can be used to meet the institution's general education requirements as defined for the General Education Transfer Policy, enter in columns 52-53 the appropriate code from Table 35 (Gen. Ed. 1). For a course meeting the general education requirement in two disciplines, report the additional code in columns 54-55 (Gen. Ed. 2). Leave blank if not a general education course.
9. **Student Teaching Course** – Course must be coded in CIP 13 and be used to fulfill the student teaching requirement for initial certification at either the undergraduate or graduate level. For courses coded CIP 13, enter "Y" in column 51 if course is student teaching, otherwise enter "N." If course is not coded CIP 13, leave blank.
10. **Previous Department Abbreviation Course Prefix** – If the course was previously offered with a different departmental abbreviation course prefix, enter the previous departmental abbreviation (~~Prefix~~) course prefix. Leave blank if no change was made.
11. **Previous Course Number** – If the course was previously offered with a different course number, enter the previous course number. Leave blank if no change was made.

## FORMAT FOR TYPE C COURSE INVENTORY RECORD

<u>Column</u>	<u>Length</u>	<u>Type</u>	<u>Table</u>	<u>Description</u>
1	1	Alphanumeric		Form Number, always C
2-9	8	Numeric	1	Institution ID (FICE Code) – from Type 3 record
10-14	<u>5</u>	Alphanumeric		<del>Department Abbreviation (Prefix)</del> <u>Course Prefix</u> (left justify; fill with blanks to the right) – from Type 3 record
15-19	<u>5</u>	Alphanumeric		Course Number (left justify; fill with blanks to the right) – from Type 3 record
20-49	30	Alphanumeric		Course Title (All caps)
50-51	2	Numeric	16-A	2-digit CIP Code
52	1	Numeric	26	CIP 32 Course Categories only; if CIP in Cols. 50-51 is not 32 leave blank.
53	1	Alpha		Student Teaching Course Yes/No (Y/N) - CIP 13 only; if CIP in Cols. 50-51 is not 13, leave blank.
54-55	2	Alphanumeric	35	General Education Course – Code 1
56-57	2	Alphanumeric	35	General Education Course – Code 2

COMPLETE ONLY IF COURSE HAD A DIFFERENT PREVIOUS IDENTIFICATION

58-62	<u>5</u>	Alphanumeric		<del>Previous Department Abbr. (Prefix)</del> <u>Course Prefix</u> (left justify; fill with blanks to the right)
63-67	<u>5</u>	Alphanumeric		Previous Course Number (left justify; fill with blanks to the right)
68-80	13	--	--	Blank

# **LIST OF TABLES FOR COURSE INVENTORY**

<b><u>Table Number</u></b>	<b><u>Title</u></b>	<b><u>Page</u></b>
1	Institution Codes (State-Supported) .....	145
16-A	Classification of Instructional Programs (CIP) Codes .....	212
26	CIP 32 Course Codes .....	226
35	General Education Courses .....	249

# FACILITIES

# Building And Room Updates

<b>DUE DATE: November 15</b>
----------------------------------

**BUILDING AND ROOM RECORD  
FALL**

**General Instructions**

The building and room record files should reflect the status of the inventory as of the current fall semester. The complete building and room files are to be submitted once a year and should include any additions, deletions, or other changes since the previous submission.

An institution's building and room files of the Comprehensive Data Base should contain complete information for all buildings that house university activities, including leased facilities and space made available at little or no charge. Institutions should use the definitions included in Table 18 to identify the appropriate reporting categories. Report all space used for any purpose, including leased space and space made available at no cost.

**Building Record:**

All numeric fields must be right justified and zero filled. (Do not include any characters other than 0-9 for these fields.) All other fields must be left justified.

**Room Record:**

All numeric fields must be right justified and zero filled. (Do not include any characters other than 0-9 for these fields.) All other fields must be left justified.

## FORMAT OF BUILDING RECORD

<u>Column</u>	<u>Length</u>	<u>Type</u>	<u>Table</u>	<u>Field Description</u>
1-6	6	Numeric	9	Institution Number (FICE Code)
7-8	2	Numeric	8	Campus Number
9-12	4	Alphanumeric		Building Number (Right justify, zero fill)
13-32	20	Alphanumeric		Building Name (Left justify, blank fill)
33	1	Numeric	18	Building Ownership Code
34-37	4	Numeric		Construction Year
38-41	4	Numeric		Acquisition Year
42-49	8	Numeric		Original Cost (Right justify, zero fill)
50-57	8	Numeric		Estimated building replacement cost
58-64	7	Numeric		Net Assignable Square Feet (Right justify, zero fill)
65-71	7	Numeric		Gross Square Feet (Right justify, zero fill)
72	1	Blank		Blank
73-76	4	Numeric		Major Renovation Year
77-84	8	Numeric		Major Renovation Cost
85	1	Numeric		Maintenance/Renovation Code
86-89	4	Numeric		Reconstruction Year
90-97	8	Numeric		Reconstruction Cost (Right justify, zero fill)
98-103	6	Numeric		Date of Inventory (MM/YYYY)
104-109	6	Numeric		Date Record Updated (MM/YYYY)
110	1	Numeric	30	Building Condition (NCHEMS)

## FORMAT OF ROOM RECORD

<u>Column</u>	<u>Length</u>	<u>Type</u>	<u>Table</u>	<u>Field Description</u>
1-6	6	Numeric	9	Institution Number (FICE Code)
7-8	2	Numeric	8	Campus Number
9-12	4	Alphanumeric		Building Number (Right justify, zero fill)
13-18	6	Alphanumeric		Room Number and Suffix (Right justify, zero fill Room Number; if no suffix blank fill)
19-20	2	Numeric	38	Space Assignment Category
21-25	5	Numeric		Room Square Feet (Right justify, zero fill)
26-28	3	Alphanumeric	20	Room Use
29	1	Alphanumeric		Student Station Type (F/M)
30-34	5	Numeric		Actual Number of Stations for Rooms with Fixed Stations only (Right justify, zero fill)
35-40	6	Numeric		Date of Inventory (MM/YYYY)
41-46	6	Numeric		Date Record Updated (MM/YYYY)
47	1	Alphanumeric		O&M Funding Source (F/N)

## BUILDING AND ROOM RECORD

### **Definitions**

1. **Acquisition Year** - The four-digit year that the building came into the possession of the institution, regardless of where the title is vested or when the building was constructed.
2. **Actual Number of Student Stations** - A count of the number of desks or chairs for students in a room used for instruction. (Report only for Room Use Codes 110, 210, and 220; all others zero fill.)
3. **Maintenance and Renovation Code** - The physical status and quality of the building at the time of the inventory. CPE staff will impute this.
4. **Building Name** - The name identification by which the building is generally known.
5. **Building Number** - The unique four-digit code that has been assigned to the building.
6. **Campus Number** - This number is 00 when an institution has only one campus. The campus number is used with the institution number to form the institution identification. Refer to Table 8 for campus number.
7. **Construction Year** - The four-digit calendar year that the original building was completed regardless of any later date of acquisition.
8. **Date of Inventory** - Month and four-digit year that the inventory is taken.
9. **Date Record Updated** - Month and four-digit year record updated.
10. **Gross Square Feet** - The sum of the floor areas ... floor surfaces. Basis for measurement: Gross area should be computed by measuring from the outside face of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall face. Refer to NCHEMS Technical Report 36, Appendix 6.5, item 1 NCES Facilities Inventory and Classification Manual, NCES 92-165, for a complete description.
11. **Institution Number** - The six-digit code number assigned to the institution by the Federal Interagency Committee on Education (FICE). Refer to Table 9 for FICE Codes.
12. **Land Holdings** - The number of acres of property either owned or leased by a university or an affiliated corporation. Refer to Table 21 for land holdings ownership codes.
13. **Net Assignable Square Feet** - The sum of all areas on all floors of a building assigned to or available for assignment to an occupant, including every type of space functionally usable by an occupant. Custodial, circulation, mechanical, and structural areas are excluded. Refer to NCES Facilities Inventory and Classification Manual, NCES 92-165, for a complete description.
14. **Original Cost** - The number of dollars of "actual capital investment" expended by the institution to acquire the building. Original cost does not include subsequent renovation and reconstruction costs.
15. **Building Ownership** - This code indicates the agency with which the title to the building rests. Refer to Table 18 for complete descriptions of ownership codes.

16. **Reconstruction Cost** - The total dollar amount that has been spent by the institution to reconstruct the building during the reconstruction year. This cost applies when the building has sustained serious damage through some occurrence, such as fire, flood, or earthquake, and has been rebuilt and restored to its predamage usefulness.
17. **Reconstruction Year** - The year that reconstruction work was last done on the building.
18. **Renovation Cost** - The total dollar amount that has been spent by the institution to totally refurbish the building during the renovation year. This amount does not include normal maintenance or minor improvements to the building.
19. **Renovation Year** - The year that the total refurbishing was last made to the building.
20. **Room Number and Suffix** - The number that has been assigned to the room within the building being surveyed. (Five-digit number with one-digit suffix.)
21. **Room Square Footage** - The sum of the floor area included within the inside faces of the interior walls which form the boundaries of each room. Deductions should not be made for necessary building columns and minor projections.
22. **Student Station Type** - Report "F" if fixed station, "M" if movable station. (Report only room use codes 110, 210, and 220.)
23. **Use of Room (Room Use)** - The room use codes are listed in Table 20. Refer to NCES 92-165, "Room Data Definitions and Codes/Standard Room Use Categories," for a complete description.
24. **O&M Funding Component** - The code designating rooms in non-educational and general buildings (e.g., hospitals and dormitories) used for educational and general programs which are to be included in the Operations and Maintenance of Physical Plant component of the Operating Budget Guidelines. (Report "F" if to be included in E&G space, "N" if not to be included.)
25. **Estimated Building Replacement Cost** - The estimated dollar expenditure to replace the building at the time of the inventory. Basis for determination: Cost to replace the building's assignable floor area at current costs in accordance with current building codes, standard construction methods, and currently accepted practices. The replacement cost of fixed equipment in the building should be included.
26. **Building Condition Code (NCHEMS)** - The physical status and quality of the building at the time of the inventory, based on the best judgment of those responsible for campus development. Refer to Table 30 for complete descriptions of the NCHEMS Condition Codes.
27. **Space Assignment Categories** - See Table 38 for definitions of the space assignment categories. This reporting of space is intended to present a functional classification pattern of space use based on program areas.

## Land Holding Updates

<b>DUE DATE: November 15</b>
----------------------------------

**LAND HOLDINGS RECORD  
FALL**

**General Instructions**

The land holdings record should reflect the status of the inventory as of the current fall semester. The complete land holdings record file is to be submitted once a year and should include any additions, deletions, or other changes since the previous submission.

In circumstances where land is owned by an affiliated corporation and leased to the university, the acres are to be reported as owned only.

## FORMAT OF LAND HOLDINGS RECORD

<u>Column</u>	<u>Length</u>	<u>Type</u>	<u>Table</u>	<u>Field Description</u>
1-6	6	Numeric	9	Institution Number (FICE Code)
7-8	2	Numeric	8	Campus Number
9-28	20	Alphanumeric		Name of Property
29-35	7	Numeric		Number of Acres (Two Decimal Places, Right Justify, Zero Fill)
36-55	20	Alpha		City Property Located In
56-58	3	Numeric	5-A	County Property Located In
59	1	Numeric	21	Land Holdings Ownership Code
60-65	6	Numeric		Date of Inventory (MM/YYYY)
66-71	6	Numeric		Date Record Updated (MM/YYYY)

# **LIST OF TABLES FOR BUILDING/ROOM AND LAND HOLDINGS**

<b><u>Table Number</u></b>	<b><u>Title</u></b>	<b><u>Page</u></b>
5-A	Kentucky County Codes.....	167
8	Campus Codes.....	173
9	Institution and State FICE Codes .....	176
18	Building Ownership Codes .....	215
20-A	Room Use Codes.....	216
21	Land Holdings Ownership Codes.....	224
30	Building Condition Codes (NCHEMS).....	248
38	Space Assignment Categories .....	255

## Facilities Utilization

<b>DUE DATE: December 15</b>
----------------------------------

**FACILITIES UTILIZATION  
FALL**

**General Instructions**

Report facilities utilization for fall semester only.

Utilization data should be coded only for each class appearing on the fall enrollment file that takes place in a 110 or 210 room use code. Columns 50-78 would be blank for any class with no scheduled room ("by arrangement" or "to be arranged"), as well as classes that meet in rooms not classified as use codes 110 or 210.

Utilization is also to be reported for zero credit hour laboratories meeting the above criteria but which are excluded from the enrollment file because they carry the same course identification as an associated lecture.

1. **Course Location (Campus, Building Number, and Room Number)** - Codes used in these fields must reconcile with the physical facilities inventory maintained by the Council. It may be necessary to update this inventory before completing this report. The course location fields should be coded only for those classes which meet in instructional classrooms or instructional laboratories (room use codes 110 or 210).
2. **Course Schedule (Days Met)** - For each class that meets on the same day(s) every week, code the appropriate column to indicate day(s) met. If a class meets each week on Monday, Wednesday, and Friday, columns 62 through 68 would be coded "bMbWbFb." (b = blank)

For each class that requires a "two-week cycle," e.g., MWF at 9:00 a.m. one week, and MW at 9:00 a.m. the next week, code the appropriate columns to indicate days met. In coding these types of records, a "1" shows that a class meets on that day only during the first week; a "2" signifies the second week only; and a "3" is used to show classes which meet on the same day both weeks. For example, the class mentioned above is to be coded "b3b3b1b" in columns 62-68. The course schedule field should be coded only for those classes which meet in instructional classrooms or instructional laboratories (room use codes 110 or 210).

Two or more utilization records will be necessary for classes which meet in different rooms that are coded 110 or 210 and/or at different times. No additional utilization records are needed for classes that are not held in rooms with 110 or 210 codes. If more than one utilization record is required for a class, the first record should include all required information in columns 1-76 and "01" in columns 77-78. Each additional utilization record should have only columns 1 through 21, 37 through 40, and 50 through 78 coded with the appropriate sequence number in columns 77-78. For example, columns 77-78 will be coded "02" for the second utilization record; "03" for the third, etc. Columns 22 through 36 and 79 through 100 should be blank on the continuation records.

If classes are reported as extending beyond one semester: (a) for the first semester, report all requested information, indicating full-semester duration; (b) for the second semester, again report all requested information, reporting "000" in the number of students field (columns 37-39) and "\*\*\*" in the continuation field (columns 77-78).

3. **Host Institution** - The institution whose classroom or laboratory facilities are used for instruction by another institution. As a separate utilization submission, using the utilization record layout, report the utilization for each class taught on the campus by another (i.e., the instructing) institution. Do not report enrollment on the Type One, Two, and Three Records.

For each class taught on the campus by another institution report, in Columns 79 to 86 on Utilization Record (Type U), the FICE Code for the instructing institution offering the class.

4. **Instructing Institution** - The institution offering instruction on the campus of another institution. Report enrollment on the Type One, Two, and Three Records for each student enrolled in a class taught by your institution on another campus. Do not report utilization for these classes.
5. **Room Number** - Column 61 is used for room letter designation as in 101A. If there is no letter designation, leave column 61 blank. When there is no letter, right justify the room number using column 60 for the right most number.

## FORMAT OF UTILIZATION RECORD

<u>Column</u>	<u>Length</u>	<u>Type</u>	<u>Table</u>	<u>Field Description</u>
1	1	Alphanumeric	1	Form number, always "U"
2-9	8	Numeric		Institution Number (FICE Code)
10-13	4	Alphanumeric		Course ID - Department Abbreviation (left justify)
14-17	4	Alphanumeric		Course ID - Course Number (left justify)
18-21	4	Alphanumeric		Course ID - Section Number (right justify)
22-36	15			Blank
37-39	3	Numeric		Number of Students in Class (right justify, zero fill)
40	1	Alpha	11	Class Duration Code
41-49	9		8	Blank
50-51	2	Numeric		Campus Number
52-55	4	Alphanumeric		Building Number
56-61	6	Alphanumeric		Room Number
62-68	7	Alphanumeric		Days Met: U, M, T, W, R, F, S: if one week cycle 1, 2, 3: if two week cycle
69-72	4	Numeric		Begin Time - Military Time
73-76	4	Numeric		End Time - Military Time
77-78	2	Alphanumeric		Continuation - Blank if one card only. Card number (01, 02, 03, ...) if more than one card
79-86	8	Numeric		Instructing Institution FICE Code
87 - 100	14			Blank

# **LIST OF TABLES FOR FACILITIES UTILIZATION**

<b><u>Table Number</u></b>	<b><u>Title</u></b>	<b><u>Page</u></b>
1	Institution Codes (State-Supported) .....	145
8	Campus Codes.....	173
11	Class Duration Codes .....	180

# FACULTY AND STAFF INFORMATION

**DUE DATES:**

CUPA Administrative Salaries: November 1  
IPEDS Human Resources with Supplement Survey:  
Dec 3 – Jan 21  
Presidential Compensation Form: September 1  
CUPA, Okla. State Faculty Salaries: December 15

**FACULTY AND STAFF INFORMATION****General Instructions:**

The fall institutional reports of faculty and staff (including faculty salaries and administrative compensation) consist of the following completed survey forms:

1. College and University Personnel Association's (CUPA) "National Faculty Salary Survey By Discipline," or Oklahoma State University's "Faculty Salary Survey By Discipline" (collected from members of the National Association of State Universities and Land-Grant Colleges – NASULGC).
2. CUPA's "Administrative Compensation Survey."
3. IPEDS' "Human Resources Survey."
4. Supplement of Nonresident Alien Faculty/Staff Survey.
5. Presidential Compensation Form.

Supplemental Question  
ADDITIONAL INFORMATION ON FULL-TIME EMPLOYEES BY RACIAL/ETHNIC  
CATEGORY, SEX, AND PRIMARY OCCUPATIONAL ACTIVITY

DATE \_\_\_\_\_

TITLE \_\_\_\_\_

PHONE \_\_\_\_\_

INSTITUTION \_\_\_\_\_

RESPONDENT \_\_\_\_\_

	Black Non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White Non-Hispanic		Race/ethnicity Unknown		GRAND TOTAL	
	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
Employees by Primary Occupational Activity														
Faculty														
Nonresident Aliens (Included in line 18 of IPEDS Fall Staff)														
Exec/Adm/Manag														
Nonresident Aliens (Included in line 26 of IPEDS Fall Staff)														
Other Professionals														
Nonresident Aliens (Included in line 42 of IPEDS Fall Staff)														
Technical Paraprof														
Nonresident Aliens (Included in line 48 of IPEDS Fall Staff)														
Secretarial/Clerical														
Nonresident Aliens (Included in line 54 of IPEDS Fall Staff)														
Skilled Crafts														
Nonresident Aliens (Included in line 60 of IPEDS Fall Staff)														
Service/Maintenance														
Nonresident Aliens (Included in line 66 of IPEDS Fall Staff)														
TOTAL														
Nonresident Aliens (Included in line 67 of IPEDS Fall Staff)														

**DUE: FEBRUARY 1**

RETURN TO:

Martha Evilsizor

Council on Postsecondary Education  
1024 Capital Center Drive, Suite 320

Frankfort, Kentucky 40601

Phone: (502) 573-1555 ext. 223 Fax: (502) 573-1535

E-mail: Martha.Evilsizor@ky.gov

<b>DUE DATE: September 1</b>
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## **PRESIDENTIAL COMPENSATION PACKAGE**

### **General Instructions**

Each institution is to report its board-approved presidential salary and benefits information for the fiscal year indicated.

Report:

- Annual Salary.
- Fringe benefits such as health, life, and disability insurance, and retirement.
- Housing – indicate if housing is provided or a housing allowance is included in the compensation package.
- Automobile – indicate if an automobile is provided or allowance for an automobile is included in the compensation package.
- Travel and Entertainment – report the policy for payment or reimbursement for travel and entertainment expenses.
- Other – report any other benefits provided in the compensation package such as housekeeping services, club memberships, sabbaticals, etc.
- Term of contract – report the beginning and ending date of the current contract.

**PRESIDENTIAL COMPENSATION PACKAGES - 2008-09**  
Due Date: September 1, 2008

Institution/President	Salary	Fringe Benefits	Housing	Automobile	Travel and Entertainment	Other	Term of Contract
<b>Eastern Kentucky University</b> Doug Whitlock							
<b>Kentucky State University</b> Mary Evans Sias							
<b>Morehead State University</b> Wayne D. Andrews							
<b>Murray State University</b> Randy J. Dunn							
<b>Northern Kentucky University</b> James C. Votruba							
<b>University of Kentucky</b> Lee T. Todd							
<b>University of Louisville</b> James R. Ramsey							
<b>Western Kentucky University</b> Gary A. Ransdell							
<b>KCTCS</b> Michael McCall							

# FINANCE

# FINANCE

## **General Instructions**

Data are to be presented in conformity with generally accepted accounting principles.

Data are to be submitted in electronic format, preferably as an email attachment. **ROUND ALL AMOUNTS TO THE NEAREST HUNDRED DOLLARS.**

Do NOT add or change categories (e.g., revenues, expenditures) on a form without prior approval by council staff.

Forms are to include all affiliated corporations. (See instructions for individual forms.) Table 25 provides a list of all currently recognized affiliated corporations. This list will be updated on an annual basis by council staff.

The reporting period is the twelve-month year for which financial activities are accumulated. The reporting period for public postsecondary education institutions in Kentucky is a fiscal year beginning on July 1 and ending on June 30.

## **Finance Forms**

**FD-1A (Actual) and FD-1B (Budgeted) Consolidated Current Funds Revenue** - Institutions are to submit consolidated data on the council form. "Consolidated data" refers to data for the institution and all affiliated corporations.

One form per institution is to be completed. Round all amounts to the nearest hundred dollars.

For an institution which does not prepare an annual restricted budget, a statement that "restricted revenue is budgeted as received" will be accepted. Council reports will use prior year actual restricted receipts as an estimate of budgeted restricted funds. Reports will be footnoted accordingly for these institutions.

**FD-2A (Actual) and FD-2B (Budgeted) Consolidated Current Funds Expenditures and Transfers by Functional and Natural Object** - Institutions are to submit consolidated data on the council form. "Consolidated data" refers to data for the institution and all affiliated corporations.

One form per institution is to be completed.

Round all amounts to the nearest hundred dollars.

For an institution which does not prepare an annual restricted budget, a statement that "restricted revenue is budgeted as received" will be accepted. Council reports will use prior year actual restricted receipts as an estimate of budgeted restricted funds. Reports will be footnoted accordingly for these institutions.

**FD-2AS (Actual) and FD-2BS (Budgeted) Current Funds Expenditures – Operation and Maintenance of Plant** – Report operation and maintenance of plant and nonrecurring capital projects for E&G facilities only. Minor maintenance and repair are items that are generally low in cost and are normally part of the institution’s annual operation and maintenance funding. The amount reported for total operation and maintenance of plant should equal amounts reported for operation and maintenance of plant on FD-2A and FD-2B.

**FD-7 Investment in Plant** - Institutions are to complete the council form; one form per institution is to be submitted. The University of Kentucky should complete one form for the main campus and one for Lexington Community College.

Report the values of land, buildings, equipment, and library books owned by the institution. Do not include those plant values which are a part of endowment or other capital fund investments in real estate.

Round all amounts to the nearest hundred dollars.

**FD-9 Equal Educational Opportunity Funds** - Institutions are to complete the council form. Report actual and budgeted State General Fund revenue and expenditure data. Amounts reported should be State General Fund ONLY. One form per institution is to be submitted.

Round all amounts to the nearest hundred dollars.

**FD-10 Worksheet for Interstate Comparison Reporting, State Appropriations** - Council staff will transmit to each institution, no later than 30 days prior to the due date, a partially completed FD-10 form based on data available from *The Budget of the Commonwealth*. The institution is to review the form and make changes or provide additional data, as needed. These data will be used by council staff for interstate comparison reporting (e.g., SREB State Data Exchange).

Additional research and public service programs, each with a minimum budgeted direct State General Fund support of \$100,000, may be submitted by an institution for council staff consideration. Each new separately identified program should be submitted with a narrative explaining why the program warrants being reported separately.

For each identified program, report direct and indirect state support (definitions for direct and indirect support are included in the general definitions).

One form per institution is to be submitted.

Round all amounts to the nearest hundred dollars.

**FD-11 Intercollegiate Athletics** - Institutions are to complete the council form; one form per institution is to be submitted. Report all revenue and expenditures for all intercollegiate programs in categories identified on the form.

Revenue reported for men’s and women’s athletics should include revenue from ticket sales, conference revenues, vending receipts, and other sources.

Revenue reported for the restricted student activity fee category should only reflect revenue from a separate student fee that is dedicated to athletics. If revenue is reported in this category, a separate athletic fee should be reported on FD-13, Mandatory Student Fees. Do not include revenue from a general student activity where a portion of the fee is budgeted for athletics.

Expenditures for Athletic Administration should include all coaches and staff salaries and benefits assigned to athletics and paid by the institution or an affiliated corporation. If a coach or assistant coach teaches a class, the appropriated percentage of the salary and benefits can be assigned to the academic unit. Include expenditures for academic counseling services provided athletes funded with athletic revenues or athletic foundation funds.

**FD-12 Current Funds, Analysis of Unrestricted Fund Balances** - Institutions are to complete the council form; one form per institution is to be submitted.

"Beginning Fund Balance" amounts are to match "Ending Fund Balance" amounts from the previous year's Form FD-12 submission.

"Working Capital" includes only the noncash assets of inventories, accounts receivable, and the reserved cash for change funds. "Other Allocations" identifies funds that have been designated to be expended in the next fiscal year. "Allocated Fund Balance for Reserves" identifies funds designated for self-insurance reserves and other similar funds (please list other reserves). "Unallocated Fund Balance" includes funds all remaining with no specific designated use.

Round all amounts to the nearest hundred dollars.

**FD-13 Mandatory Student Fees** - Institutions are to complete the council form; one form per institution is to be submitted. Report mandatory student fees in categories identified on the form (definition of mandatory student fees is included in the Definitions - General).

**FD-16A (Actual) and FD-16B (Budgeted) Research Challenge Programs and Programs of Distinction** – Institutions are to complete one form for each program or activity receiving trust fund money for each year of the biennium.

Do not report Endowment Match Program (Bucks for Brains) funds on this report. Report all relevant revenue and expenditures, e.g., unrestricted and restricted funds.

Total revenues must be equal to or greater than twice the state funds allocated to the program(s). If funds have been endowed during the fiscal year, the transaction should be reported as a non-mandatory transfer.

**FD-17 Consolidated Statement of Changes in Fund Balance Endowment and Similar Funds** – Institutions are to submit consolidated data on the council form. "Consolidated data" refers to data for the institution and all affiliated corporations or foundations.

One form per institution is to be completed. Round all amounts to the nearest hundred dollars.

Report revenue, expenses, and balance information on all endowments including those that contain state matching funds through the Endowment Match Program.

**FD-18 Endowment and Similar Funds** – Institutions are to submit consolidated data on the council form. "Consolidated data" refers to data for the institution and all affiliated corporations or foundations.

One form per institution is to be completed. Round all amounts to the nearest hundred dollars.

Report assets, liabilities, and fund balances on all endowments including those that contain state matching funds through the Endowment Match Program.

**FD-19 Consolidated Revenues and Expenses (GASB Format)** – Institutions are to submit consolidated data on the council form. Consolidated data refers to unrestricted and restricted data for the institution and all affiliated corporations or foundations. The definitions for the reporting categories are the same as those used for FD-1 And FD-2 forms.

One form per institution is to be completed.

ROUND ALL NUMBERS TO THE NEAREST HUNDRED DOLLARS.

**FD-20 State Mandated Tuition Waiver Programs** - Institutions are to report the number of participants and expenditures for the actual fiscal year ending June 30 of the same year as the report is due and budgeted data for the fiscal year in which the current reporting year.

One form per institution is to be completed. The University of Kentucky should complete a second form for Lexington Community College. The Kentucky Community and Technical College System should report aggregate system data.

ROUND ALL AMOUNTS TO THE NEAREST HUNDRED DOLLARS.

**FD-21 Endowment Match Program Outcome Measures Report** – Institutions are to submit consolidated data on the council form. “Consolidated data” refers to data for the institution and all affiliated corporations or foundations.

One form per institution is to be completed. Data should be provided for the most recent completed fiscal year and the prior fiscal year. Do not round numbers submitted on this form.

Where applicable, institutions should report the same figures on the FD-21 form that they report to national-level data collection organizations, such as the Council for Aid to Education (CAE Voluntary Support of Education Survey), the National Association of College and University Business Officers (NACUBO Endowment Study), the National Science Foundation (NSF Survey of Research and Development Expenditures at Universities and Colleges), and the Association of University Technology Managers (AUTM Licensing Survey).

# FINANCE REPORTING FORMS DUE DATES

<b>FORM</b>		<b>DUE DATES</b>
FD-1A	Consolidated Current Funds Revenue (Actual)	October 15
FD-1B	Consolidated Current Funds Revenue (Budgeted)	September 1
FD-2A	Consolidated Current Funds Expenditures and Transfers by Functional and Natural Object (Actual)	October 15
FD-2B	Consolidated Current Funds Expenditures and Transfers by Functional and Natural Object (Budgeted)	September 1
FD-2AS	Current Funds Expenditures – Operation and Maintenance of Plant (Actual)	October 15
FD-2BS	Current Funds Expenditures – Operations and Maintenance of Plant (Budgeted)	September 1
FD-7	Investments in Plant	October 15
FD-9	Equal Educational Opportunity Funds	October 15
FD-10	Worksheet for Interstate Comparison Reporting	September 1
FD-11	Intercollegiate Athletics	October 15
FD-12	Current Funds, Analysis of Unrestricted Fund Balances	October 15
FD-13	Mandatory Student Fees	August 1
FD-16A	Research Challenge Programs and Programs of Distinction (Actual)	October 15
FD-16B	Research Challenge Programs and Programs of Distinction (Budgeted)	September 1
FD-17	Consolidated Statement of Changes in Fund Balance Endowment and Similar Funds	October 15
FD-18	Endowment and Similar Funds	October 15
FD-19	Consolidated Revenues and Expenditures (GASB Format)	October 15
FD-20	State Mandated Tuition Waiver Programs	October 15
FD-21	Endowment Match Program Outcome Measures Report	October 15
Internal Operating Budgets		September 1
Audited Financial Statements (University and <b>ALL</b> Affiliated and Unaffiliated Corporations)		October 15
HB 622 Compliance Report		October 15
<del>Direct General Fund Appropriation Budgeted to Mandatory Programs</del>		<del>September 1</del>

## FINANCE

### **Definitions - General**

**Accrual Accounting** - Data are to be reported using the accrual basis of accounting. Revenues should be reported when earned and expenditures when materials or services are received. Included in expenditures are (1) all expenses incurred, in accordance with generally accepted accounting principles, (2) expenditures for the acquisition of capital assets, including library books, to the extent expended, and (3) expenditures for annual debt service requirements. Expenses incurred as of the balance sheet date should be accrued and expenses applicable to future periods should be deferred. Certain deferrals and accruals, such as investment income and interest on student loans, may be omitted if the omission does not have a material effect on the financial statements.

**Affiliated Corporation** - An affiliated corporation is a corporate entity which is not a public agency and which is organized pursuant to the provisions of KRS Chapter 273 over which an institution exercises effective control, by means of appointments to its board of directors, and which could not exist or effectively operate in the absence of substantial assistance from an institution. (See Table 25 for a list of affiliated corporations.)

**Agency Funds** – Funds held by the institution acting as custodian or fiscal agent.

**Athletic Fee** – A separately identified fee that has been created by board action or by a vote by the student body. Revenue generated from this fee should be reported as revenue on form FD-11, Intercollegiate Athletics.

**Computer/Technology Fee** – A fee charged all students where the revenue from the fee is dedicated to the use, purchase, and upgrade of student accessible computers and technology.

**Current Funds** - The current funds group includes those economic resources of a college or university which are expendable for the purpose of performing the primary missions of the institution - instruction, research, and public service - and which are not restricted by external sources or designated by the governing board for other than operating purposes. The term "current" means that the resources will be expended in the near term and that they will be used for operating purposes.

**Direct Support** - Support that is specifically designated for a program and usually includes salaries and wages, fringe benefits, and operating expenses.

**Encumbrances** - An encumbrance represents an obligation incurred in the form of an order, contract, or similar commitment on which liabilities will be recognized when goods are delivered or services rendered. It establishes a claim against a particular fund balance in anticipation of a future expenditure.

**Endowment Funds and Similar Funds** - Includes endowment funds, quasi-endowment funds and term endowment funds. Endowment funds are those for which donors or other external agencies have stipulated, under the terms of the gift instrument creating the fund, that the principal of the fund is not expendable - that is, it is to remain inviolate in perpetuity and is to be invested for the purpose of producing present and future income, which may be expended or added to the principal. Quasi-endowment funds (funds functioning as endowment) are funds that the governing board of the institution, rather than a donor or other external agency, has determined are to be retained and invested. Term endowment funds are like endowment funds, except that all or part of the principal may be utilized after a stated period of time or upon the occurrence of a certain event. State funds from the Endowment Match Program (Bucks for Brains) must be reported on the institution's balance sheet even if held by an affiliated or non affiliated corporation/foundation.

**Foundation** - See Affiliated Corporation.

**Indirect Support** - Support that is not specifically identified for a program but is budgeted in support of the program; for example, the program share of operation & maintenance, libraries, student services, etc.

**Interdepartmental Transactions** - Interdepartmental transactions between service departments and storerooms and other institutional departments or offices should not be reported as revenues of the service departments but rather as reductions of expenditures of such departments, since those transactions are essentially interdepartmental transfers of costs. The billed price of services and materials obtained from service departments and central stores by offices and departments of the institution should be accounted for as expenditures of those offices and departments, just as if they had been obtained from sources outside the institution.

**Intraintitutional Transactions** - Certain intraintitutional transactions should be reflected in the financial statements of the institution as revenues and expenditures. For example, milk sold by the dairy department to the dining halls should be treated as sales and services revenues of the selling department and as expenditures of the receiving department. Sales and services of auxiliary enterprises to other departments - for example, catering by the food services department in the entertainment of institutional guests and sales by the college store to instructional departments - should be treated as sales and services revenues of the respective auxiliary enterprises and as expenditures of the unit receiving the services or materials.

**Life Income** - These funds are acquired by an institution under agreements whereby money or other property is made available to an institution on condition that it bind itself to pay periodically to the donors or other designated individuals the income earned by the assets donated, usually for the lifetimes of the income beneficiaries.

**Loan Funds** - Those resources available for loans to students, faculty, and staff. Loan funds are derived from different sources (e.g., federal, state, or local appropriations or private donors).

**Mandatory Student Fees** - Fees assessed each full-time student regardless of degree level or program. Mandatory student fees do NOT include fees assessed a student in a particular program (e.g., music, nursing, laboratories) or fees unique to a given situation (e.g., late registration, automobile registration), or fees for room and board. Mandatory fees do include fees for health services, building use fee, activity fee, computer use fee, athletic fee, and auxiliary fee, where the programs are not optional for full-time students.

**Plant Funds** - The plant funds group is used to account for unexpended plant funds to acquire long-lived assets for institutional purposes, funds for renewals and replacements, funds for retirement of indebtedness, and funds for investment in plant.

**Restricted Current Funds** - Those funds that are resources provided to an institution that have externally established limitations or stipulations placed on their use.

**Transfer Versus Loans Among Funds** - If the movement of funds between fund groups is considered permanent, this transaction should be treated as an outright transfer. If the movement of funds between fund groups is temporary with repayment expected within a reasonable period of time, the transaction should be treated as interfund borrowing with an appropriate liability established.

### **Definitions - Revenue**

**Budgeted Fund Balance as Support** - Includes funds brought forward from previous fiscal years and budgeted in the current period to fund current funds expenditures.

**Endowment Income** - Includes: 1) unrestricted income of endowment and similar funds, 2) restricted income of endowment and similar funds to the extent expended for current operating purposes, and 3) income from funds held in irrevocable trust by others.

**Fund Balances** - Fund balances consist of unrestricted and restricted balances brought forward from prior fiscal periods.

**Governmental Appropriations - Federal, State, Local** - Include those funds received from or made available to an institution through acts of a legislative body. Governmental appropriations should be categorized on the basis of the governmental level (federal, state, or local) of the legislative body providing the appropriation. They do not include governmental grants or contracts. These three sources of revenue include all unrestricted appropriations and all restricted appropriations to the extent expended for current operations.

The determination of whether a particular governmental appropriation should be classified as restricted or unrestricted funds should be based upon the ability of the institution to effect a change in the intended use of the funds during the reporting period. If a change can be made without having to go through the legislative process, the funds should be considered unrestricted.

**Governmental Grants and Contracts - Federal, State, Local** - Include revenues from governmental agencies which are received or made available for specific projects or programs. Examples are research projects, training programs, and similar activities for which amounts are received or expenditures are reimbursable under the terms of a governmental grant or contract.

Governmental grants and contracts should be categorized on the basis of the level (federal, state, or local) of the agency providing the funds to the institution.

Restricted funds are included in this revenue source for a given year only to the extent that they represent revenues supporting expenditures during that year. Unspent restricted funds should remain as restricted current fund balances to be carried forward to the next period and included in current fund revenue in the year in which they are actually spent. The revenues include only the revenues equal to direct expenditures incurred in conjunction with the grant or contract. Amounts equal to associated indirect cost reimbursements should be separately reported as unrestricted revenue.

**Indirect Cost Reimbursement** - Includes amounts recovered for the indirect support of federal, state, local, and private grants and contracts.

**Investment Income** - Includes current funds revenue, interest, and dividends not reported under endowment or any other non-expendable fund income.

**Other Revenue** - All sources of current funds revenue not included in other classifications. Examples are gains and losses on investments in current funds, miscellaneous rentals and sales, expired term endowments, and terminated annuity of life income agreements, if not material.

**Private Gifts, Grants and Contracts** - Includes amounts from individuals or nongovernmental organizations. The funds included in this revenue source are of two types: (1) private gifts and grants, and (2) private contracts. Private gifts and grants include those funds received from private donors for which no legal consideration is involved; i.e., no specific goods or services must be provided to the donor in return for the funds. Private contracts include those funds received for which specific goods and services must be provided to the funder as a stipulation for receipt of the funds. This category includes all unrestricted gifts, grants, and bequests as well as all restricted gifts, grants, and contracts to the extent that revenues received are expended in the year received.

**Sales and Services of Auxiliary Enterprises** - This category consists of all revenues including funds assigned to debt service generated by the auxiliary enterprise operations of an institution. An auxiliary enterprise is an entity which exists to furnish goods or services to students, faculty, or staff and charges a fee that is directly related, although not necessarily equal, to the cost of the service. The distinguishing characteristic of auxiliary enterprises is that they are managed as essentially self-supporting operations. The general public may incidentally be serviced by some auxiliary enterprises. Auxiliary enterprises include operations such as food service facilities, residential facilities, student health services, intercollegiate athletics (if operated essentially as a self-supporting activity), college stores.

**Sales and Services of Educational Activities** - Includes revenues derived from the sales of goods or services which are incidental to the conduct of instruction, research, or public service. It may include the income from programs which provide support to the instruction, research, and public service areas. This category does not include the revenues generated by hospitals operated by an institution. However, revenues derived from health clinics that are not part of a hospital or an auxiliary services student health services program should be reported in this category. Examples of sales and services of educational activities revenue include film rentals, scientific and literary publications, testing services, university presses, laboratory schools, teaching clinics, and dairy products.

**Sales and Services of Hospitals** - Includes the revenue (net of discounts, allowances, and provision for doubtful accounts) generated by a hospital operated by an institution. Revenue from daily patient services, revenue from special services, revenue from other services, and revenue of health clinics that are part of the hospital should be included in this category. Not included are revenues for research and other specific-purpose gifts, grants, and endowment income restricted to the hospital.

**Tuition and Fees** - Tuition and fees include all charges which must be paid by a student, for example, 1) applying for admission to the institution, 2) enrolling in the institution, 3) enrolling in specific courses, (e.g., lab fees) or 4) graduating from the institution or receiving a transcript. Tuition and fees should be recorded as revenue even though there is no intention of collection from the student. The amounts of such remissions or waivers should be recorded as expenditures and classified as scholarships and fellowships or as staff benefits associated with the appropriate expenditure category to which the personnel relate. Charges for room, board, and other services rendered by auxiliary enterprises are not included in this category.

## **Definitions - Expenditures and Transfers**

**Academic Support** - Includes funds budgeted or expended primarily to provide support services for the institution's primary missions - instruction, research, and public service. This category includes the subprograms of museums and galleries, audio-visual services, academic computing support, ancillary support, academic administration, academic personnel development, and course and curriculum development.

**Auxiliary Enterprises** - Includes all budgeted and actual expenditures and transfers associated with the operation of auxiliary enterprises. An auxiliary enterprise is an entity that exists to furnish goods or services to students and that charges a fee directly related to, though not necessarily equal to, the cost of the goods or services. This category includes subcategories for auxiliary enterprises - student, auxiliary enterprises - faculty/staff, intercollegiate athletics (essentially self-supporting only), and mandatory transfers/auxiliary enterprises.

**Capital Outlay** - The exchange of values involved in acquiring land, buildings, equipment, or other permanent properties, or in their construction, development, or permanent improvement.

**Debt Service** - The amount of money required to pay the interest, principal, and required contributions to accumulate moneys for future retirement of lawfully incurred debt.

**E&G Minor Maintenance and Repair Expense** – The current funds expenditures for minor maintenance and repair of educational and general facilities - items that are low in cost to correct and are normally included as part of the annual operation and maintenance funding.

**E&G Custodial Services and General Maintenance Expense** – The current funds expenditures for custodial services and general building maintenance of educational and general facilities.

**Other E&G O&M Maintenance Expense** – The current funds expenditures for maintenance of educational and general facilities - net of general maintenance expense, custodial services and building maintenance expense, and utilities expense. Items in this category must be specified.

**E&G Non-recurring Capital Projects** – The expenditures for non-recurring capital projects less than \$400,000 that were not funded through regular budgeted maintenance sources. Funding for direct costs of facility deficiencies resulting from normal deterioration and usage -- individual projects of a magnitude in scope and cost whereby funding is normally established on an individual basis.

**Grants, Loans, or Benefits** - Expenditures for any grant, aid, loan or relief payment to individuals, or organizations, or jurisdictions not otherwise classified.

**Hospitals** - Includes all budgeted and actual expenditures and transfers associated with the patient-care operations of a university-operated hospital. Expenditures for those activities that take place within the hospital but are more appropriately classified as instruction or research are excluded. This category includes subcategories for direct patient care, health care supportive services, administration of hospitals, physical plant operations for hospitals, and mandatory transfers/hospitals.

**Institutional Support** - Includes funds budgeted or expended for those activities carried out to provide for both day-to-day functioning and the long-range viability of the institution as an operating institution. Subcategories include executive management, fiscal operations, general administration and logistical services, administrative computing support, and public relations/development.

**Instruction** - Includes all funds budgeted or expended for credit and noncredit courses for academic, vocational, and remedial purposes in regular, special, and extension sessions. Expenditures for departmental research and public service that are not separately budgeted are also included. This

category includes subcategories for general academic instruction, occupational/technical instruction, summer and special session instruction, community education, and preparatory/adult basic education.

**Libraries** - Includes all funds budgeted or expended for all activities that directly support the collection, cataloging, storage, and distribution of published materials in support of an institution's academic programs. To be included in this activity, a library should be separately organized and serve more than one academic department or activity.

**Mandatory Transfers** - Includes transfers from the current funds group to other fund groups arising out of binding legal agreements related to the financing of educational plant and/or grant agreements that require matching funds. This category includes subcategories for provision for debt service on educational plant, loan fund matching grants, and other mandatory transfers.

**Nonmandatory Transfers** - This category includes those transfers between the current funds group and other fund groups made at the discretion of the governing board to serve a variety of objectives, such as additions to loan funds, additions to quasi-endowment funds, general or specific plant additions, voluntary renewals and replacements of plant, and prepayments on debt principal.

**Operating Expenses** - Expenditures directly attributable to the operation of the institution and not otherwise classified.

**Operation and Maintenance of Plant** - Includes all funds budgeted or expended for the operation and maintenance of the physical plant, net of amounts charged to auxiliary enterprises, hospitals, and/or independent operations. This category includes subcategories for physical plant administration, building maintenance, custodial service, utilities, landscape and grounds maintenance, and major repairs and renovations.

**Personnel Costs** - Includes all funds budgeted or expended for salaries, wages, benefits, (including, but not limited to, employer's share of FICA, retirement contributions, insurance, unemployment insurance, workers' compensation), and payments to persons awarded personal service contracts.

**Public Service** - Includes funds budgeted or expended for activities established primarily to provide noninstructional services beneficial to individuals outside the institution. This category includes subcategories for community service, cooperative extension service, and public broadcasting services.

**Research** - Includes funds budgeted or expended for activities specifically organized to produce research outcomes, whether commissioned by an agency external to the institution or separately budgeted by an organizational unit within the institution. Subject to these conditions, it includes funds budgeted or expended for individual and/or project research as well as those of institutes and research centers. Funds for departmental research that are separately budgeted specifically for research are included in this category.

**Student Services** - Includes funds budgeted or expended for those activities whose primary purpose is to contribute to the student's intellectual, cultural, and social development outside the context of the formal instruction program. This category includes subcategories for student services administration, social and cultural development, counseling and career guidance, financial aid administration, student admission, student records, student health services, and intercollegiate athletics. Intercollegiate Athletics is categorized as a student services "educational and general" expenditure unless it is operating as a self-supporting activity and, therefore, reported as an auxiliary enterprise operation. Examples of intercollegiate athletics expenditures are salaries of coaches and trainers, officiating, travel, student financial aid, ticket sales, and advertising. Excluded from intercollegiate athletics are those activities that relate to intramural athletics.

**Scholarships and Fellowships** - Includes funds budgeted or expended for scholarships and fellowships in the form of outright grants to students selected by the institution and financed from current funds, restricted or unrestricted. Should also include trainee stipends, prizes, and awards, except trainee stipends awarded to individuals who are not enrolled in formal coursework, which should be charged to instruction, research or public service, as appropriate. When services are required in exchange for financial assistance, as in the College Work-Study program, the charges should be classified as expenditures of the department or unit to which the service is rendered. Aid to students in the form of tuition or fee remissions should be included in this category. However, remissions of tuition and fees granted because of faculty or staff status should be recorded as staff benefit expenditures in the appropriate expenditure category.

**Utilities** - Includes fuel, electricity, water, and sewage. The operation and maintenance of institutionwide production and distribution systems, such as central heating and cooling plants and electrical, water, and sewage distribution systems, should be considered as part of utility operations.

### **Definitions – Endowment Match Program**

**Voluntary Support Received** – Includes all contributions actually received by an institution (or its foundation) during the fiscal year, in the form of cash, securities, company products, and other property from alumni, non-alumni individuals, corporations, foundations, religious organizations, and other groups. The face value of deferred gifts received during the fiscal year should also be included. Not included in the total are public funds, earnings on investments held by the institution, and unfulfilled pledges.

**Endowment Assets** – The total of all long-term financial assets, including those held for university benefit by others. In assessing the level of assets, we are interested in the total of all financial assets (and other assets that are likely to be converted into financial assets, such as real estate held in the endowment) that are intended for long-term support. For most independent institutions, these long-term financial assets reside entirely in their endowment fund. (We exclude current fund and plant fund financial assets, as well as, any pension funds. Data on annuity and life income funds are collected separately.) Publicly supported, and some independent institutions may have endowment assets held for their benefit by others, often in foundations. These assets and the support they generate should be included.

**Federally Financed R&D Expenditures** – The amount of current fund separately budgeted R&D expenditures in the sciences and engineering commissioned by the Federal Government.

Current funds are expenditures of funds available for current operations. Such expenditures include all unrestricted gifts and restricted current funds to the extent that such funds were expended for current operating purposes.

Separately budgeted research and development (R&D) expenditures include all funds expended for activities specifically organized to produce research outcomes and commissioned by an agency either external to the institution or separately budgeted by a unit of the organization. Included are expenditures for research equipment purchased under research project awards from current fund accounts. Also included are research funds for which an outside organization, educational or other, is a subrecipient. Excluded are training grants, public service grants, demonstration grants, and departmental research expenditures that are not separately budgeted. Also excluded are any R&D expenditures in the fields of education, law, humanities, music, the arts, physical education, library science, as well as other non-science fields.

**Extramural R&D Expenditures** – The amount of current fund separately budgeted R&D expenditures in the sciences and engineering commissioned by an agency external to the institution. External agencies include the Federal Government, state and local governments, industry, and all sources other than the institution.

**Invention Disclosures Received** – Includes the number of invention disclosures, no matter how comprehensive, that are made in the year requested and are counted by the institution.

**U.S. Patent Applications Filed** – Includes any filing made in the U.S. during the survey year, including provisional applications, provisional applications that are converted to regular applications, new filings, CIPs, continuations, divisionals, reissues, and plant patents. Applications for certificates of plant variety protection should also be included. U.S. patents filed should also include PCT applications where the PCT application is the first filing where the U.S. is designated. A PCT application that follows a previous U.S. application would not be included.

**New U.S. Patent Applications Filed** – The number of new U.S. patent applications filed is a subset of total U.S. patent applications filed. It does not include continuations, divisionals, or reissues, and typically does not include CIPs. A provisional application filed during the fiscal year may be counted as new. If a provisional application is converted to a regular application during the fiscal year, then that corresponding regular application should not be counted as new. A PCT application counted in total U.S. patent applications filed where the PCT application is a first filing and where the U.S. is designated may be counted as new.

**U.S. Patents Issued** – Includes the number of U.S. patents issued or reissued to your institution in the year requested. Certificates of plant variety protection issued by the U.S.D.A. should be included.

**Licenses/Options Executed** – The number of license or option agreements that were executed in the year indicated for all technologies. Each agreement, exclusive or non-exclusive, should be counted separately. Licenses to software or biological material end-users of \$1,000 or more may be counted per license, or as 1 license, or 1/each for each major software or biological materials product (at manager's discretion) if the total number of end-user licenses would unreasonably skew the institution's data. Licenses for technology protected under U.S. plant patents (US PP) or plant variety protection certificates (US PVPC) may be counted in a similar manner to software or biological material products as described above at manager's discretion. Material transfer agreements are not to be counted as licenses/options.

A license agreement formalizes the transfer of technology between two parties, where the owner of the technology (licensor) permits the other party (licensee) to share the rights to use the technology. An option agreement grants the potential licensee a time period during which they may evaluate the technology and negotiate the terms of a license agreement. An option agreement is not constituted by an option clause in a research agreement that grants rights to future inventions, until an actual invention has occurred that is subject to that option.

**Active Licenses/Options Executed** – The cumulative number of licenses/options over all years that had not terminated by the end of the fiscal year.

**License Income Received** – Includes license issue fees, payments under options, annual minimums, running royalties, termination payments, the amount of equity received when cashed-in, and software and biological material end-user license fees equal to \$1,000 or more, but not research funding, patent expense reimbursement, a valuation of equity not cashed-in, software and biological material end-user fees less than \$1,000, or trademark licensing royalties from university insignia. License income also does not include income received in the support of the cost to make and transfer materials under material transfer agreements.

**Start-Up Companies** – Companies that were dependent upon licensing the institution’s technology for initiation. If a technology was licensed to an existing company, that company should not be considered a start-up company.

**FD-1A CONSOLIDATED CURRENT FUNDS REVENUE**

**ACTUAL FISCAL YEAR 2007-08**

**DUE DATE: October 15**

**INSTITUTION:**

	Actual FY 2007-08		
	Unrestricted	Restricted	Total
<b>Educational and General (E&amp;G)</b>			
Tuition and Fees			
Degree Credit - Fall			-
<u>Degree Credit - Winter</u>			-
Degree Credit - Spring			-
Degree Credit - Summer			-
<i>Subtotal Tuition</i>	-	-	-
Noncredit			-
Mandatory Student Fees			-
Other Fees			-
<i>Subtotal Tuition and Fees</i>	-	-	-
Less: Scholarship Allowances			
Net Tuition and Fees	-	-	-
Governmental Appropriations-Federal			
Agricultural Experiment Station			-
Agricultural Extension Service			-
Other Current Appropriations			-
<i>Subtotal Governmental Appropriations-Federal</i>	-	-	-
Governmental Appropriations-State			-
Governmental Appropriations-Local			-
Governmental Grants and Contracts-Federal			
Pell Grants			-
Supplemental Educational Opportunity Grants			-
College Work Study			-
Other Grants and Contracts			-
<i>Subtotal Governmental Grants and Contracts-Federal</i>	-	-	-
Governmental Grants and Contracts-State			-
Governmental Grants and Contracts-Local			-
Non-Governmental Grants and Contracts			-
Gifts, Donations, and Pledges			-
Indirect Cost Reimbursement			-
Investment Income			-
Endowment Income			-
Sales and Services of Educational Activities			-
Budgeted Fund Balance as Support			-
Other			-
<b>Total Educational and General (E&amp;G)</b>	-	-	-
<b>Sales and Services of Auxiliary Enterprises</b>			
Housing			-
Food Service			-
Bookstores			-
Other			-
Intercollegiate Athletics			-
Mandatory Student Fees			-
<b>Total Auxiliary Enterprises</b>	-	-	-
<b>Sales and Services of Hospitals</b>			-
<b>TOTAL CURRENT FUNDS REVENUE</b>	-	-	-

Are affiliated corporation funds included? yes\_\_\_ no\_\_\_

If yes, are the affiliated corporations those listed in Table 25? yes\_\_\_ no\_\_\_

If no, provide explanation.

**FD-1B CONSOLIDATED CURRENT FUNDS REVENUE**  
**BUDGETED FISCAL YEAR 2008-09**  
**DUE DATE: September 1**  
**INSTITUTION:**

	Budgeted FY 2008-09		
	Unrestricted	Restricted	Total
<b>Educational and General (E&amp;G)</b>			
Tuition and Fees			
Degree Credit - Fall			-
<u>Degree Credit - Winter</u>			-
Degree Credit - Spring			-
Degree Credit - Summer			-
<i>Subtotal Tuition</i>	-	-	-
Noncredit			-
Mandatory Student Fees			-
Other Fees			-
<i>Subtotal Tuition and Fees</i>	-	-	-
Less: Scholarship Allowances			
Net Tuition and Fees	-	-	-
Governmental Appropriations-Federal			
Agricultural Experiment Station			-
Agricultural Extension Service			-
Other Current Appropriations			-
<i>Subtotal Governmental Appropriations-Federal</i>	-	-	-
Governmental Appropriations-State			-
Governmental Appropriations-Local			-
Governmental Grants and Contracts-Federal			
Pell Grants			-
Supplemental Educational Opportunity Grants			-
College Work Study			-
Other Grants and Contracts			-
<i>Subtotal Governmental Grants and Contracts-Federal</i>	-	-	-
Governmental Grants and Contracts-State			-
Governmental Grants and Contracts-Local			-
Non-Governmental Grants and Contracts			-
Gifts, Donations, and Pledges			-
Indirect Cost Reimbursement			-
Investment Income			-
Endowment Income			-
Sales and Services of Educational Activities			-
Budgeted Fund Balance as Support			-
Other			-
<b>Total Educational and General (E&amp;G)</b>	-	-	-
<b>Sales and Services of Auxiliary Enterprises</b>			
Housing			-
Food Service			-
Bookstores			-
Other			-
Intercollegiate Athletics			-
Mandatory Student Fees			-
<b>Total Auxiliary Enterprises</b>	-	-	-
<b>Sales and Services of Hospitals</b>			-
<b>TOTAL CURRENT FUNDS REVENUE</b>	-	-	-

Are affiliated corporation funds included? yes\_\_\_ no\_\_\_

If yes, are the affiliated corporations those listed in Table 25? yes\_\_\_ no\_\_\_

If no, provide explanation.

**FD-2A CONSOLIDATED CURRENT FUNDS EXPENSES AND TRANSFERS BY FUNCTIONAL  
NATURAL OBJECT CODE  
ACTUAL FISCAL YEAR 2007-08  
DUE DATE: October 15  
INSTITUTION:**

<b><u>By Function</u></b>	<b>Actual FY 2007-08</b>		
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
<b>Educational and General (E&amp;G)</b>			
Instruction			-
Research			-
Public Service			-
Libraries			-
Academic Support			-
Student Services			-
Institutional Support			-
Operation and Maintenance of Plant*			-
Student Financial Aid			-
Depreciation			-
Other Educational and General Expenses			-
<i>Subtotal E&amp;G</i>	-	-	-
Mandatory Transfers			-
Nonmandatory Transfers			-
<b>Total Educational and General (E&amp;G)</b>	-	-	-
<b>Auxiliary Enterprises</b>			
Auxiliary Enterprise Operations			-
Mandatory Transfers			-
Nonmandatory Transfers			-
<b>Total Auxiliary Enterprises</b>	-	-	-
<b>Hospitals</b>			
Hospital Operations			-
Mandatory Transfers			-
Nonmandatory Transfers			-
<b>Total Hospitals</b>	-	-	-
<b>TOTAL EXPENSES/TRANSFERS BY FUNCTION</b>	-	-	-
<b><u>By Natural Object</u></b>			
Personnel Costs			-
Operating Expenses			-
Grants, Loans, or Benefits			-
Debt Service			-
Capital Outlay			-
<b>TOTAL EXPENDITURES BY NATURAL OBJECT</b>	-	-	-

Are affiliated corporation funds included? yes\_\_\_ no\_\_\_

If yes, are the affiliated corporations those included in Table 25? yes\_\_\_ no\_\_\_

If no, provide explanation.

\*See Reporting Supplement

**FD-2A SUPPLEMENT**  
**CURRENT FUNDS EXPENDITURES - OPERATION AND MAINTENANCE OF PLANT**  
**ACTUAL FISCAL YEAR 2007-08**  
**DUE DATE: October 15**  
**INSTITUTION:**

<b><u>Educational and General</u></b>	<b>Actual</b>		
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
Minor Maintenance and Repair			
Custodial Service and General Maintenance			
Utilities			
Other (specify)			
<i>Subtotal</i>			
Non-recurring Capital Projects			
<i>Subtotal*</i>			
Nonmandatory Transfers to Plant Fund			
<b>Total O&amp;M of Plant and Nonmandatory Transfers</b>			

Do the above amounts include state funds from the Capital Renewal & Maintenance Program? Yes\_\_\_\_ No\_\_\_\_  
 If yes, the amount included is \$\_\_\_\_\_.

\* Should equal amounts reported for O&M of Plant on FD-2A.

**FD-2B CONSOLIDATED CURRENT FUNDS EXPENSES AND TRANSFERS BY FUNCTIONAL  
NATURAL OBJECT CODE  
BUDGETED FISCAL YEAR 2008-09  
DUE DATE: September 1  
INSTITUTION:**

<b><u>By Function</u></b>	<b>Budgeted FY 2008-09</b>		
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
<b>Educational and General (E&amp;G)</b>			
Instruction			-
Research			-
Public Service			-
Libraries			-
Academic Support			-
Student Services			-
Institutional Support			-
Operation and Maintenance of Plant*			-
Student Financial Aid			-
Depreciation			-
Other Educational and General Expenses			-
<i>Subtotal E&amp;G</i>	-	-	-
Mandatory Transfers			-
Nonmandatory Transfers			-
<b>Total Educational and General (E&amp;G)</b>	-	-	-
<b>Auxiliary Enterprises</b>			
Auxiliary Enterprise Operations			-
Mandatory Transfers			-
Nonmandatory Transfers			-
<b>Total Auxiliary Enterprises</b>	-	-	-
<b>Hospitals</b>			
Hospital Operations			-
Mandatory Transfers			-
Nonmandatory Transfers			-
<b>Total Hospitals</b>	-	-	-
<b>TOTAL EXPENSES/TRANSFERS BY FUNCTION</b>	-	-	-
<b><u>By Natural Object</u></b>			
Personnel Costs			-
Operating Expenses			-
Grants, Loans, or Benefits			-
Debt Service			-
Capital Outlay			-
<b>TOTAL EXPENDITURES BY NATURAL OBJECT</b>	-	-	-

Are affiliated corporation funds included? yes\_\_\_ no\_\_\_

If yes, are the affiliated corporations those included in Table 25? yes\_\_\_ no\_\_\_

If no, provide explanation.

\*See Reporting Supplement

**FD-2B SUPPLEMENT**  
**CURRENT FUNDS EXPENDITURES - OPERATION AND MAINTENANCE OF PLANT**  
**BUDGETED FISCAL YEAR 2008-09**  
**DUE DATE: September 1**  
**INSTITUTION:**

<b><u>Educational and General</u></b>	<b>Budgeted</b>		
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
Minor Maintenance and Repair			
Custodial Service and General Maintenance			
Utilities			
Other (specify)			
<i>Subtotal</i>			
Non-recurring Capital Projects			
<i>Subtotal*</i>			
Nonmandatory Transfers to Plant Fund			
<b>Total O&amp;M of Plant and Nonmandatory Transfers</b>			

Do the above amounts include state funds from the Capital Renewal & Maintenance Program? Yes\_\_\_\_ No\_\_\_\_  
 If yes, the amount included is \$\_\_\_\_\_.

\* Should equal amounts reported for O&M of Plant on FD-2B

**FD-7 INVESTMENTS IN PLANT**  
**AS OF JUNE 30, 2008**  
**DUE DATE: October 15**  
**INSTITUTION:**

INVESTMENT	Balance June 30, 2008
Land and Land Improvements	
Buildings and Structures Educational and General Auxiliary Enterprises Hospitals and Clinics Total Buildings and Structures	-
Equipment Educational and General Auxiliary Enterprises Hospitals and Clinics Total Equipment	-
Library Books	
<b>TOTAL INVESTMENT IN PLANT*</b>	-
*Assets are valued at (check one): <input type="checkbox"/> Cost at date of acquisition <input type="checkbox"/> Fair market value <input type="checkbox"/> Other (specify)	

**FD-9 EQUAL EDUCATIONAL OPPORTUNITY FUNDS\***

**ACTUAL FY 2007-08 AND BUDGETED FY 2008-09**

**DUE DATE: October 15**

**INSTITUTION:**

<b>Source of Funds</b>	<b>Actual</b>	<b>Budgeted</b>
<b>State General Fund</b>		
<b><u>Expenditure by Object</u></b>		
Personnel Costs		
Operating Expenses		
Grants, Loans, or Benefits		
Debt Service		
Capital Outlay		
<b>Total Expenditures</b>	-	-
<b><u>Use of Funds</u></b>		
<b>KSU (only)</b>		
Academic Program Enhancement		
Faculty Development		
Student Services		
Minor Equipment		
Minor Capital Projects		
Student Financial Aid		
Other		
<b>Total Use of Funds</b>	-	-
<b>TWI's</b>		
Minority Student Recruitment and Retention		
Minority Faculty and Staff		
Recruitment and Retention		
Minority Student Financial Aid		
Support of KSU Enhancement		
<b>Total Use of Funds</b>	-	-

\*Amount reported should be state general fund only; agency funds should NOT be included.

TWI - Traditionally White Institutions

**FD-10 WORKSHEET FOR INTERSTATE COMPARISON REPORTING**

**STATE APPROPRIATIONS**

**BUDGETED FISCAL YEAR 2008-09**

**DUE DATE: September 1**

**INSTITUTION:**

	<b>Budgeted</b>
Direct Appropriation Allocations/Transfers** <i><b>Subtotal</b></i>	
Less: <b>State Supported Debt Service</b>	
<b>Public Service Programs</b> Direct Support Indirect Support <b>Total Support</b>	
<b>Research Programs</b> Direct Support Indirect Support <b>Total Support</b>	
<b>Total General Operating Appropriations</b>	

Per Secretary's Orders or Appropriation Acts.

\* For example, pass-through programs and trust funds.

**FD-11 INTERCOLLEGIATE ATHLETICS**  
**ACTUAL FY 2007-08 AND BUDGETED 2008-09**  
**DUE DATE: October 15**  
**INSTITUTION:**

	Actual	Budgeted
<b><u>Revenue and Other Additions</u></b>		
Men's Intercollegiate Athletics		
Women's Intercollegiate Athletics		
Restricted Student Activity Fee		
Transfers from Affiliated and Nonaffiliated Corporations		
Other		
<b>Total Revenue</b>	-	-
<b><u>Expenditures and Transfers</u></b>		
<b>Expenditures</b>		
Athletic Administration		
Men's Intercollegiate Athletics		
Football		
Basketball		
Other		
Women's Intercollegiate Athletics		
Basketball		
Other		
Scholarships		
Men's		
Women's		
Other		
<b>Total Expenditures</b>	-	-
<b>Transfers</b>		
Mandatory		
Nonmandatory		
<b>Total Transfers</b>	-	-
<b>Total Expenditures and Transfers</b>	-	-

**FD-12 CURRENT FUNDS**  
**ANALYSIS OF UNRESTRICTED FUND BALANCES**  
**FISCAL YEAR ENDED JUNE 30, 2008**  
**DUE DATE: October 15**  
**INSTITUTION:**

	Actual		
	Educational and General	Auxiliary Enterprises	Hospitals and Clinics
<b><u>Changes in Fund Balance:</u></b>			
Beginning Fund Balance			
Prior Period Adjustment			
<b>Restated Beginning Fund Balance</b>	-	-	-
Current Year Revenue/Additions			
Current Year Expenditures/Deductions			
Current Year Transfers			
Mandatory			
Nonmandatory			
<b>Ending Fund Balance</b>	-	-	-
<b>Change in Fund Balance</b>	-	-	-
<b><u>Allocation of Fund Balance for Next Fiscal Year</u></b>			
<b>Working Capital:</b>			
Inventories			
Accounts Receivable			
Change Funds			
<i>Subtotal</i>	-	-	-
<b>Other Allocations:</b>			
Encumbrances			
Capital Projects			
Private Gifts to be Expended Next Fiscal Year			
Other Unrestricted Funds to be Expended Next Fiscal Year			
Other (List)			
<b>Total Allocations of Fund Balance for Next Fiscal Year</b>	-	-	-
<b><u>Allocated Fund Balance for Reserves</u></b>			
Self-Insurance Reserves			
Other (List)			
<b>Total Allocated Fund Balance for Reserves</b>	-	-	-
<b><u>Unallocated Fund Balance:</u></b>			
Private Gifts Balance			
Other Unrestricted Funds			
<b>Total Unallocated</b>	-	-	-
<b>TOTAL FUND BALANCE</b>	-	-	-

**FD-13 MANDATORY STUDENT FEES - 2008-09**

**DUE DATE: August 1**

**INSTITUTION:**

<b>FEES</b>	<b>RATE*</b>
Activity and Student Services	
Athletic Fee**	
Health and Insurance	
Building	
Computer/Technology Fee**	
Other (specify):	
<b>TOTAL FEES</b>	-

**Note: Rates should reflect the most recent board action. If tuition and fees are "bundled," fees should still be reported on this form.**

\*Per Semester

\*\*See Definitions - General for definitions of these fees.

**FD-16A RESEARCH CHALLENGE PROGRAMS & PROGRAMS OF DISTINCTION**  
**ACTUAL FISCAL YEAR 2008**  
**DUE DATE: October 15**

**INSTITUTION:**  
**PROGRAM:**  
**COLLEGE(S):**  
**DEPARTMENT(S):**  
**UNIT(S):**

<u>Revenues</u>	<u>Actual</u>
Carry Forward (from FY 06-07)	
External Match - Nonrecurring	
External Match - Recurring	
Internal Reallocation - Nonrecurring	
Internal Reallocation - Recurring	
Incentive Trust Fund - Nonrecurring	
Incentive Trust Fund - Recurring	
Investment Income	
Other (List)	
<b>Total Revenues</b>	-
<u>Expenditures</u>	
<u>By Function</u>	
Instruction	
Research	
Public Service	
Libraries	
Academic Support	
Student Services	
Institutional Support	
O&M of Plant	
Student Financial Aid	
<i>Subtotal</i>	-
Mandatory Transfers	
Nonmandatory Transfers	
<b>Total Expenditures by Function</b>	-
<u>By Natural Object</u>	
Personnel Costs	
Operating Expenses	
Grants, Loans, or Benefits	
Debt Service	
Capital Outlay	
<b>Total Expenditures by Natural Object</b>	-

**FD-16B RESEARCH CHALLENGE PROGRAMS & PROGRAMS OF DISTINCTION**  
**BUDGETED FISCAL YEAR 2009**  
**DUE DATE: September 1**

**INSTITUTION:**  
**PROGRAM:**  
**COLLEGE(S):**  
**DEPARTMENT(S):**  
**UNIT(S):**

<u><b>Revenues</b></u>	<b>Budgeted</b>
Carry Forward (from FY 07-08)	
External Match - Nonrecurring	
External Match - Recurring	
Internal Reallocation - Nonrecurring	
Internal Reallocation - Recurring	
Incentive Trust Fund - Nonrecurring	
Incentive Trust Fund - Recurring	
Investment Income	
Other (List)	
<b>Total Revenues</b>	-
<u><b>Expenditures</b></u>	
<u><b>By Function</b></u>	
Instruction	
Research	
Public Service	
Libraries	
Academic Support	
Student Services	
Institutional Support	
O&M of Plant	
Student Financial Aid	
<i>Subtotal</i>	-
Mandatory Transfers	
Nonmandatory Transfers	
<b>Total Expenditures by Function</b>	-
<u><b>By Natural Object</b></u>	
Personnel Costs	
Operating Expenses	
Grants, Loans, or Benefits	
Debt Service	
Capital Outlay	
<b>Total Expenditures by Natural Object</b>	-

**FD-17 - CONSOLIDATED STATEMENT OF CHANGES IN FUND BALANCE  
ENDOWMENT AND SIMILAR FUNDS  
FISCAL YEAR 2008  
DUE DATE: October 15**

**INSTITUTION:**

<b>Revenue and Other Additions</b>	
Gifts, Donations, and Pledges	-
Endowment and Investment Income	-
Net Increase in Fair Value of Investments	-
Other Sources	-
<b>Total Revenue and Other Additions</b>	<b>-</b>
<hr/>	
<b>Expenses and Transfers</b>	
Expired Term Endowment	-
Nonmandatory Transfers	-
Net Decreases in Fair Value of Investments	-
Other Deductions	-
<b>Total Expenses and Transfers</b>	<b>-</b>
<hr/>	
<b>Net Increase/Decrease for the Year</b>	<b>-</b>
<hr/>	
<b>Beginning Fund Balance - July 1, 2007</b>	
<b>Ending Fund Balance - June 30, 2008</b>	

Are affiliated corporation funds included? Yes\_\_\_\_ No\_\_\_\_

If yes, are the affiliated corporations those included in Table 25 of the 2008-09 Comprehensive Data Base Reporting Guidelines?

If no, provide explanation.

**FD-18 - ENDOWMENT AND SIMILAR FUNDS**  
**AS OF JUNE 30, 2008**  
**DUE DATE: October 15**

**Institution:**

<b>Assets</b>		
Cash and Cash Equivalents	-	-
Notes, Loans, and Accounts Receivable	-	
Less: Bad Debt Allowances	-	
<i>Subtotal</i>		-
Investments		-
Other		-
<b>Total Assets</b>		-
<hr/>		
<b>Liabilities</b>		
Annuities Payable		-
Other Liabilities		-
<b>Total Liabilities</b>		-
<b>Fund Balances</b>		
Endowment and Similar Funds		
True		-
Term		-
Quasi		-
Annuity and Life		-
Other		-
<b>Total Fund Balances</b>		-
<b>Total Liabilities and Fund Balances</b>		-

Are affiliated corporation funds included? Yes\_\_\_\_ No\_\_\_\_  
 If yes, are the affiliated corporations those included in Table 25 of the  
 2008-09 Comprehensive Data Base Reporting Guidelines?  
 If no, provide explanation.

# System Summary State-Mandated Tuition Waiver Programs

FD - 20

Institution:

Due Date: October 15, 2008

Tuition Waiver Program	Statutory Authority	Date Enacted and Last Amended <sup>2</sup>	Actual 2007-08		Budgeted 2008-09	
			# Participants	Budget	# Participants	Budget
Faculty and Staff <sup>1</sup>	KRS 164.020(32)	1997, 2000				
Persons 65 or older	KRS 164.284	1976				
Survivors of Police Officers, Firefighters, or Volunteer Firefighters Killed in the line of duty	KRS 164.2841	1986, 1990				
Child or Spouse of Disabled Police Officers, Firefighters, and Volunteer Firefighters	KRS 164.2842	1986, 1994				
Supervising Teachers and Resource Teachers	KRS 164.2845	2000				
War Veterans	KRS 164.480, 164.490, 164.500	1942, 1952 1942				
Children, Step-Children and Spouse of National Guard or Armed Services Member Killed in Action	KRS 164.505	1956, 2000				
Children, Step-Children, Orphans and Spouse of Disabled National Guard Member, War Veteran, Prisoner of War, Missing in Action or Armed Services Member	KRS 164.515	1960, 2000				
Children, Step-Children, and Orphans of War Veterans Killed in Action	KRS 164.507	2000				
Foster and Adopted Children	KRS 164.2847	2001				
<b>TOTAL</b>						

<sup>1</sup> Include only the state-mandated portion of the faculty/staff scholarship program.

Benefits in excess of state law are not to be reported.

<sup>2</sup> Note laws enacted or amended in 2000.

76\_FD20

FD-21 Endowment Match Program Outcome Measures Report  
Fiscal Years 2007 and 2008  
Due Date: October 15

	FY 2007	FY 2008
<b>Annual Giving</b>		
Amount of Voluntary Support Received by the University	\$ -	\$ -
Amount of Voluntary Support Anticipated to be Matched	\$ -	\$ -
<b>Endowment Market Value</b>		
Market Value of University and Foundation Endowment Assets	\$ -	\$ -
Market Value of Match Program Endowment Assets	\$ -	\$ -
<b>Chairs and Professorships</b>		
Number of University Endowed Chairs	-	-
Number of Match Program Endowed Chairs	-	-
Number of University Endowed Professorships	-	-
Number of Match Program Endowed Professorships	-	-
<b>R&amp;D Expenditures</b>		
Amount of Federal R&D Expenditures Generated by the University	\$ -	\$ -
Amount of Federal R&D Expenditures Generated by Match Program Faculty	\$ -	\$ -
Amount of Extramural R&D Expenditures Generated by the University	\$ -	\$ -
Amount of Extramural R&D Expenditures Generated by Match Program Faculty	\$ -	\$ -
<b>Invention Disclosures and Patents</b>		
Number of Invention Disclosures Received by the University	-	-
Number of Invention Disclosures Generated by Match Program Faculty	-	-
Number of U.S. Patent Applications Filed by the University	-	-
Number of U.S. Patent Applications Generated by Match Program Faculty	-	-
Number of New U.S. Patent Applications Filed by the University	-	-
Number of New U.S. Patent Applications Generated by Match Program Faculty	-	-
Number of U.S. Patents Issued to the University	-	-
Number of U.S. Patents Generated by Match Program Faculty	-	-
<b>License/Option Agreements</b>		
Number of Licenses/Options Executed by the University	-	-
Number of Licenses/Options Generated by Match Program Faculty	-	-
Number of Active Licenses/Options Executed by the University	-	-
Number of Active Licenses/Options Generated by Match Program Faculty	-	-
Amount of License Income Received by the University	\$ -	\$ -
Amount of License Income Generated by Match Program Faculty	\$ -	\$ -
<b>Start-Up Activity</b>		
Number of Start-Up Companies Formed / Dependent on University Technology	-	-
Number of Start-Up Companies Formed / Generated by Match Program Faculty	-	-
Number of Start-Up Companies Formed / Operating In-State	-	-

Note: Match program figures are subsets of university-level data. As such, institutional totals reported above should include match program data.

**CONSOLIDATED REVENUES AND EXPENSES**  
**(GASB Format)**  
**Institution:**  
**Due Date: October 15**

	<b>Actual</b> <b><u>2007-08</u></b>	<b>Budgeted</b> <b><u>2008-09</u></b>
<b>REVENUE</b>		
<b>Operating Revenue</b>		
Student Tuition and Fees		
Less: Scholarship Allowances		
Net Tuition and Fees	-	-
Federal Grants and Contracts		
State and Local Grants and Contracts		
Nongovernmental Grants and Contracts		
Indirect and Recoveries		
Sales and Services		
Federal Appropriations		
County Appropriations		
Hospital Patient Services		
<i>Auxiliary Enterprises:</i>		
Housing and Dining		
Less: Scholarship Allowances		
Net Housing and Dining	-	-
Athletics		
Other Auxiliaries		
Other Operating Revenues		
<b>Total Operating Revenues</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENSES</b>		
<b>Operating Expenses</b>		
<i>Educational and General</i>		
Instruction		
Research		
Public Service		
Libraries		
Academic Support		
Student Services		
Institutional Support		
Operations and Maintenance of Plant		
Student Financial Aid		
Depreciation		
Other Educational and General Expenses		
<i>Total Educational and General</i>	-	-
Hospital and Clinics (including depreciation)		
<i>Auxiliary Enterprises:</i>		
Housing and Dining (including depreciation)		
Athletics (including depreciation)		
Other Auxiliaries		
Other Expenses		
<b>Total Operating Expenses</b>	<b>-</b>	<b>-</b>

**CONSOLIDATED REVENUES AND EXPENSES**

**(GASB Format)**

**Institution:**

**Due Date: October 15**

	<b><u>Actual</u></b> <b><u>2007-08</u></b>	<b><u>Budgeted</u></b> <b><u>2008-09</u></b>
<b>NONOPERATING REVENUES (EXPENSES)</b>		
State Appropriations		
Gifts		
Investment Income		
Endowment Income		
Interest on Capital Asset-Related Debt		
Other Nonoperating Revenues and Expenses		
Net Nonoperating Revenue	<u>\$ -</u>	<u>\$ -</u>
Other Revenue		
Capital Appropriations		
Capital Grants and Gifts		
Additions to Permanent Endowments*		
Other		
Total Other Revenue	<u>\$ -</u>	<u>\$ -</u>

\* Includes Research Challenge Trust Fund Endowment Match Program funds.

# TABLES

## LIST OF TABLES

<b><u>Table</u></b>	<b><u>Title</u></b>	<b><u>Page</u></b>
1	Institution Codes (State-Supported).....	145
2	Ethnic Codes .....	146
3	Residency Status Codes .....	147
4-A	State Codes.....	148
4-B1	Foreign Countries and U.S. Territories Codes-Alphabetical by Country ...	149
4-B2	Foreign Countries and U.S. Territories Codes - Alphabetical by Code.....	158
5-A	Kentucky County Codes .....	167
5-B	Out-of-State County Codes for Reciprocity.....	168
6	Primary Distance Learning Mode of Delivery .....	171
7	Classification Codes.....	172
8	Campus Codes .....	173
9	Institution and State FICE Codes .....	176
10	Course Level Codes .....	180
11	Class Duration Codes.....	180
12	Level of Degree or Formal Award Conferred.....	181
13-A	High School Codes – Alphabetical Order.....	182
13-B	High School Codes – Numerical Order .....	195
13-C	Closed High School Codes – Alphabetical Order .....	207
15	Declared Major and Program Prefix Codes .....	211
16-A	Classification of Instructional Programs (CIP) Codes .....	212
16-B	Undeclared and Nondegree Codes .....	213
17	Approved Degree Programs.....	214
18	Building Ownership Codes .....	215
20-A	Room Use Codes.....	216
20-B	Crosswalk of 1973 and 1992 Room Use Codes.....	218
21	Land Holdings Ownership Codes .....	224
<del>22</del>	<del>Pre-College Curriculum Codes .....</del>	<del>314</del>
25	Affiliated Corporations .....	225
26	CIP 32 Course Codes .....	226
<del>27</del>	<del>Council Approved Graduate Centers .....</del>	<del>316</del>
28	Regional Postsecondary Education Centers.....	227
29	Off-Campus Course Sites.....	228
30	Building Condition Codes (NCHEMS) .....	248
<del>33-A</del>	<del>Multiple Degrees – Institutional Codes .....</del>	<del>355</del>
<del>33-B</del>	<del>Multiple Degrees – Basic Codes.....</del>	<del>359</del>
35	General Education Courses .....	249
36	Transfer Articulation Agreements and Frameworks .....	250
37	Baccalaureate Transfer Framework Programs .....	251
38	Space Assignment Categories.....	255

**TABLE 1**  
**INSTITUTION CODES (STATE-SUPPORTED)**

<b><u>Number</u></b>	<b><u>Universities</u></b>
00196300	Eastern Kentucky University
00196800	Kentucky State University
00197600	Morehead State University
00197700	Murray State University
00927500	Northern Kentucky University
00198900	University of Kentucky
00199900	University of Louisville
00200200	Western Kentucky University
<b><u>Number</u></b>	<b><u>KCTCS</u></b>
00199000	Ashland Community and Technical College
00199600	Big Sandy Community and Technical College
00524400	Bluegrass Community and Technical College
00527100	Bowling Green Technical College
00199100	Elizabethtown Community and Technical College
00527300	Gateway Community and Technical College
00696200	Hazard Community and Technical College
00199300	Henderson Community College
00199400	Hopkinsville Community College
00696100	Jefferson Community and Technical College
00901000	Madisonville Community College
00696000	Maysville Community and Technical College
03034500	Owensboro Community and Technical College
00199700	Somerset Community College
00199800	Southeast Kentucky Community and Technical College
00197900	West Kentucky Community and Technical College

**TABLE 2**  
**ETHNIC CODES**

<u>Code</u>	<u>Ethnic Category</u>
1	Nonresident Alien
2	Black, Non-Hispanic
3	American Indian or Alaskan Native
4	Asian or Pacific Islander
5	Hispanic
6	White, Non-Hispanic
7	Unknown

**Definitions:**

*Nonresident Alien* - A person who has not been admitted to the United States for permanent residence. (See page 28 for more information.)

*Black, Non-Hispanic* - A person having origins in any of the black racial groups of Africa.

*American Indian or Alaskan Native* - A person having origins in any of the original peoples of North America and maintaining cultural identification through tribal affiliation or community recognition.

*Asian or Pacific Islander* - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, Samoa, India, and Vietnam.

*Hispanic* - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

*White, Non-Hispanic* - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

*Race/Ethnicity Unknown* - This category is used ONLY if the student did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the student in one of the aforementioned racial/ethnic categories during established enrollment procedures or in any post-enrollment identification or verification process.

**NOTE: If an institution moves to collecting the new race and ethnicity codes as required by IPEDS prior to fall 2010, they will be required to crosswalk the new coding system to the above listed codes. If they do this, they must provide their crosswalk table or business rules.**

**TABLE 3**  
**RESIDENCY STATUS CODES**

<b><u>Code</u></b>	<b><u>Residency Status</u></b>
A	In-State
B	Out-of-State (With Tuition Reciprocity)
C	Out-of-State (Without Tuition Reciprocity)
D	Out-of-State (SREB Academic Common Market or University of Kentucky/University of Florida Bilateral Degree Program)
E	Out-of-State (International Exchange Student) from a Foreign Country; Out-of-State (National Exchange Student) from another state.
F	Undetermined Residency (UK and UL only)

**TABLE 4-A****FIPS STATE CODES**

<b><u>Code</u></b>	<b><u>State</u></b>	<b><u>Code</u></b>	<b><u>State</u></b>
01	Alabama	30	Montana
02	Alaska	31	Nebraska
04	Arizona	32	Nevada
05	Arkansas	33	New Hampshire
06	California	34	New Jersey
08	Colorado	35	New Mexico
09	Connecticut	36	New York
10	Delaware	37	North Carolina
11	District of Columbia	38	North Dakota
12	Florida	39	Ohio
13	Georgia	40	Oklahoma
15	Hawaii	41	Oregon
16	Idaho	42	Pennsylvania
17	Illinois	44	Rhode Island
18	Indiana	45	South Carolina
19	Iowa	46	South Dakota
20	Kansas	47	Tennessee
21	Kentucky	48	Texas
22	Louisiana	49	Utah
23	Maine	50	Vermont
24	Maryland	51	Virginia
25	Massachusetts	53	Washington
26	Michigan	54	West Virginia
27	Minnesota	55	Wisconsin
28	Mississippi	56	Wyoming
29	Missouri	89	Armed Forces Overseas
		99	Multiple States

**\*U.S. Territories are included in Table 4-B1**

**TABLE 4-B1**  
**FOREIGN COUNTRIES AND U. S. TERRITORIES CODES**  
**ALPHABETICALLY BY COUNTRY**

<u>Foreign Country</u>	<u>Code</u>
<b>A</b>	
Afghanistan	AF
Albania	AL
Algeria	AG
American Samoa (U. S. Territory)	AQ
Andorra	AN
Angola	AO
Anguilla	AV
Antarctica	AY
Antigua and Barbuda	AC
Argentina	AR
Armenia	AM
Aruba	AA
Ashmore and Cartier Islands	AT
Australia	AS
Austria	AU
Azerbaijan	AJ
<b>B</b>	
Bahamas	BF
Bahrain	BA
Baker Island (U. S. Territory)	FQ
Bangladesh	BG
Barbados	BB
Bassa Da India	BS
Belarus*	BO
Belgium	BE
Belize (Changed from British Honduras)	BH
Benin	BN
Bermuda	BD
Bhutan	BT
Bolivia	BL
Bosnia and Herzegovina*	BK
Botswana	BC
Bouvet Island	BV
Brazil	BR

**\*Official change in spelling**

**\*\*Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.**

**TABLE 4-B1 (Continued)**

<b><u>Foreign Country</u></b>	<b><u>Code</u></b>
<b>B</b>	
British Indian Ocean Territory	IO
British Virgin Islands	VI
Brunei	BX
Bulgaria	BU
Burkina Faso	UV
Burma	BM
Burundi	BY
<b>C</b>	
Cambodia	CB
Cameroon	CM
Canada	CA
Cape Verde	CV
Cayman Islands	CJ
Central African Republic	CT
Chad	CD
Chile	CI
China	CH
Christmas Island (Indian Ocean)	KT
Clipperton Island	IP
Cocos Keeling Islands	CK
Colombia	CO
Comoros	CN
Congo (Brazzaville)	CF
Congo, Democratic Republic of the (Kinshasa) (formerly Zaire)	CG
Cook Islands	CW
Coral Sea Islands	CR
Costa Rica	CS
Croatia	HR
Cuba	CU
Cyprus	CY
Czech Republic	EZ

**\*Official change in spelling**

**\*\*Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.**

**TABLE 4-B1 (Continued)**

<b><u>Foreign Country</u></b>	<b><u>Code</u></b>
<b>D</b>	
Denmark	DA
Djibouti	DJ
Dominica	DO
Dominican Republic	DR
<b>E</b>	
East Timor	TT
Ecuador	EC
Egypt	EG
El Salvador	ES
Equatorial Guinea	EK
Eritrea	ER
Estonia	EN
Ethiopia	ET
Europa Island	EU
<b>F</b>	
Falkland Islands	FK
Faroe Islands	FO
Federated States of Micronesia	FM
Fiji	FJ
Finland	FI
France	FR
French Guiana	FG
French Polynesia	FP
French Southern and Antarctic Lands	FS
<b>G</b>	
Gabon	GB
Gambia, The	GA
Gaza Strip	GZ
Georgia	GG
Germany	GM
Ghana	GH
Gibraltar	GI

**\*Official change in spelling**

**\*\*Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.**

**TABLE 4-B1 (Continued)**

<b><u>Foreign Country</u></b>	<b><u>Code</u></b>
<b>G</b>	
Glorioso Islands	GO
Greece	GR
Greenland	GL
Grenada	GJ
Guadeloupe	GP
Guam (U. S. Territory)	GQ
Guatemala	GT
Guernsey	GK
Guinea	GV
Guinea-Bissau	PU
Guyana	GY
<b>H</b>	
Haiti	HA
Heard and McDonald Islands	HM
Honduras	HO
Hong Kong	HK
Howland Island (U. S. Territory)	HQ
Hungary	HU
<b>I</b>	
Iceland	IC
India	IN
Indonesia	ID
Iran	IR
Iraq	IZ
Ireland	EI
Isle of Man	IM
Israel	IS
Israel-Syria Demilitarized Zones	IU
Italy	IT
Ivory Coast (Cote D'Ivoire)	IV
<b>J</b>	
Jamaica	JM
Jan Mayen	JN

**\*Official change in spelling**

**\*\*Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.**

**TABLE 4-B1 (Continued)**

<b><u>Foreign Country</u></b>	<b><u>Code</u></b>
<b>J</b>	
Japan	JA
Jarvis Island (U. S. Territory)	DQ
Jersey	JE
Johnston Atoll (U. S. Territory)	JQ
Jordan	JO
Juan De Nova Island	JU
<b>K</b>	
Kazakhstan	KZ
Kenya	KE
Kingman's Reef	KQ
Kiribati (now includes Gilbert Islands)	KR
Korea, Democratic People's Republic	KN
Korea, Republic of	KS
Kuwait	KU
Kyrgyzstan	KG
<b>L</b>	
Laos	LA
Latvia	LG
Lebanon	LE
Lesotho	LT
Liberia	LI
Libya	LY
Liechtenstein	LS
Lithuania	LH
Luxembourg	LU
<b>M</b>	
Macau	MC
Macedonia	MK
Madagascar	MA
Malawi	MI
Malaysia	MY
Maldives	MV
Mali	ML

**\*Official change in spelling**

**\*\*Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.**

**TABLE 4-B1 (Continued)**

<b><u>Foreign Country</u></b>	<b><u>Code</u></b>
<b>M</b>	
Malta	MT
Marshall Islands	RM
Martinique	MB
Mauritania	MR
Mauritius	MP
Mayotte	MF
Mexico	MX
Midway Islands (U. S. Territory)	MQ
Moldova	MD
Monaco	MN
Mongolia	MG
<u>Montenegro</u>	<u>MJ</u>
Montserrat	MH
Morocco	MO
Mozambique	MZ
<b>N</b>	
Namibia	WA
Nauru	NR
Navassa Island (U. S. Territory)	BQ
Nepal	NP
Netherlands	NL
Netherlands Antilles	NT
New Caledonia	NC
New Zealand	NZ
Nicaragua	NU
Niger	NG
Nigeria	NI
Niue	NE
Norfolk Island	NF
Northern Mariana Islands (U. S. Territory)	CQ
Norway	NO
<b>O</b>	
Oman	MU

**\*Official change in spelling**

**\*\*Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.**

**TABLE 4-B1 (Continued)**

<b><u>Foreign Country</u></b>	<b><u>Code</u></b>
<b>P</b>	
Pakistan	PK
Palau (formerly Trust Territory of the Pacific Islands)	PS
Palmyra Atoll (U. S. Territory)	LQ
Panama	PM
Papua New Guinea	PP
Paracel Islands	PF
Paraguay	PA
Peru	PE
Philippines	RP
Pitcairn Island	PC
Poland	PL
Portugal	PO
Puerto Rico (U. S. Territory)	RQ
<b>Q</b>	
Qatar	QA
<b>R</b>	
Reunion	RE
Romania	RO
Russia	RS
Rwanda	RW
<b>S</b>	
Samoa (formerly Western Samoa)	WS
San Marino	SM
Sao Tome and Principe	TP
Saudi Arabia	SA
Senegal	SG
<u>Serbia</u>	<u>RB</u>
<del>Serbia and Montenegro</del>	<del>YI</del>
Seychelles	SE
Sierra Leone	SL
Singapore	SN
Slovakia	LO
Slovenia	SI
Solomon Islands	BP
Somalia	SO
South Africa	SF
South Georgia Islands and South Sandwich Islands	SX

**\*Official change in spelling**

**\*\*Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.**

**TABLE 4-B1 (Continued)**

<b><u>Foreign Country</u></b>	<b><u>Code</u></b>
<b>S</b>	
Spain	SP
Spratly Island	PG
Sri Lanka	CE
St. Christopher (KITTS) and Nevis	SC
St. Helena	SH
St. Lucia	ST
St. Pierre and Miquelon	SB
St. Vincent and the Grenadines	VC
Sudan	SU
Suriname	NS
Svalbard	SV
Swaziland	WZ
Sweden	SW
Switzerland	SZ
Syria	SY
<b>T</b>	
Taiwan	TW
Tajikistan	TI
Tanzania	TZ
Thailand	TH
Togo	TO
Tokelau Islands	TL
Tonga	TN
Trinidad and Tobago	TD
Tromelin Island	TE
Tunisia	TS
Turkey	TU
Turkmenistan	TX
Turks and Caicos Islands	TK
Tuvalu	TV

**\*Official change in spelling**

**\*\*Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.**

**TABLE 4-B1 (Continued)**

<b><u>Foreign Country</u></b>	<b><u>Code</u></b>
<b>U</b>	
Uganda	UG
Ukraine	UP
United Arab Emirates	AE
United Kingdom	UK
Uruguay	UY
Uzbekistan	UZ
<b>V</b>	
Vanuatu	NH
Vatican City	VT
Venezuela	VE
Vietnam	VM
Virgin Islands (U. S. Territory)	VQ
<b>W</b>	
Wake Island (U. S. Territory)	WQ
Wallis and Futuna	WF
West Bank	WE
Western Sahara	WI
<b>Y</b>	
Yemen	YM
Yugoslavia	YO
<b>Z</b>	
Zambia	ZA
Zimbabwe	ZI
Multiple Foreign Countries	ZZ
<b>OTHER</b>	<b>XX</b>

**\*Official change in spelling**

**\*\*Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.**

**TABLE 4-B2**  
**FOREIGN COUNTRIES AND U. S. TERRITORIES CODES**  
**ALPHABETICALLY BY CODE**

<u>Code</u>	<u>Foreign Country</u>
<b>A</b>	
AA	Aruba
AC	Antigua and Barbuda
AE (formerly TC)	United Arab Emirates
AF	Afghanistan
AG	Algeria
AJ	Azerbaijan
AL	Albania
AM	Armenia
AN	Andorra
AO	Angola
AQ	American Samoa (U. S. Territory)
AR	Argentina
AS	Australia
AT	Ashmore and Cartier Islands
AU	Austria
AV	Anguilla
AY	Antarctica
<b>B</b>	
BA	Bahrain
BB	Barbados
BC	Botswana
BD	Bermuda
BE	Belgium
BF	Bahamas
BG	Bangladesh
BH	Belize (Changed from British Honduras)
BK	Bosnia and Herzegovina*
BL	Bolivia
BM	Burma
BN	Benin
BO	Belarus*
BP	Solomon Islands
BQ	Navassa Island (U. S. Territory)
BR	Brazil
BS	Bassa Da India
BT	Bhutan

\*Official change in spelling

\*\*Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.

**TABLE 4-B2 (Continued)**

<b><u>Code</u></b>	<b><u>Foreign Country</u></b>
<b>B</b>	
BU	Bulgaria
BV	Bouvet Island
BX	Brunei
BY	Burundi
<b>C</b>	
CA	Canada
CB	Cambodia
CD	Chad
CE	Sri Lanka
CF	Congo (Brazzaville)
CG	Congo, Democratic Republic of the (Kinshasa) (formerly Zaire)
CH	China
CI	Chile
CJ	Cayman Islands
CK	Cocos Keeling Islands*
CM	Cameroon
CN	Comoros
CO	Colombia
CQ	Northern Mariana Islands (U.S. Territory)
CR	Coral Sea Islands
CS	Costa Rica
CT	Central African Republic
CU	Cuba
CV	Cape Verde
CW	Cook Islands
CY	Cyprus
<b>D</b>	
DA	Denmark
DJ	Djibouti
DO	Dominica
DQ	Jarvis Island (U. S. Territory)
DR	Dominican Republic

**\*Official change in spelling**

**\*\*Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.**

**TABLE 4-B2 (Continued)**

<b><u>Code</u></b>	<b><u>Foreign Country</u></b>
<b>E</b>	
EC	Ecuador
EG	Egypt
EI	Ireland
EK	Equatorial Guinea
EN	Estonia
ER	Eritrea
ES	El Salvador
ET	Ethiopia
EU	Europa Island
EZ	Czech Republic
<b>F</b>	
FG	French Guiana
FI	Finland
FJ	Fiji
FK	Falkland Islands
FM	Federated States of Micronesia
FO	Faroe Islands*
FP	French Polynesia
FQ	Baker Island (U. S. Territory)
FR	France
FS	French Southern and Antarctic Lands
<b>G</b>	
GA	Gambia, The
GB	Gabon
GG	Georgia
GH	Ghana
GI	Gibraltar
GJ	Grenada
GK	Guernsey
GL	Greenland
GM	Germany
GO	Glorioso Islands
GP	Guadeloupe
GQ	Guam (U. S. Territory)
GR	Greece

\*Official change in spelling

\*\*Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.

**TABLE 4-B2 (Continued)**

<b><u>Code</u></b>	<b><u>Foreign Country</u></b>
<b>G</b>	
GT	Guatemala
GV	Guinea
GY	Guyana
GZ	Gaza Strip
<b>H</b>	
HA	Haiti
HK	Hong Kong
HM	Heard and McDonald Islands
HO	Honduras
HQ	Howland Island (U.S. Territory)
HR	Croatia
HU	Hungary
<b>I</b>	
IC	Iceland
ID	Indonesia
IM	Isle of Man
IN	India
IO	British Indian Ocean Territory
IP	Clipperton Island
IR	Iran
IS	Israel
IT	Italy
IU	Israel-Syria Demilitarized Zones
IV	Ivory Coast (Cote D'Ivoire)
IZ	Iraq
<b>J</b>	
JA	Japan
JE	Jersey
JM	Jamaica
JN	Jan Mayen
JO	Jordan
JQ	Johnston Atoll (U.S. Territory)
JU	Juan De Nova Island

**\*Official change in spelling**

**\*\*Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.**

**TABLE 4-B2 (Continued)**

<b><u>Code</u></b>	<b><u>Foreign Country</u></b>
<b>K</b>	
KE	Kenya
KG	Kyrgyzstan
KN	Korea, Democratic People's Republic
KQ	Kingman's Reef
KR	Kiribati (includes Gilbert Islands)
KS	Korea, Republic of
KT	Christmas Island (Indian Ocean)
KU	Kuwait
KZ	Kazakhstan
<b>L</b>	
LA	Laos
LE	Lebanon
LG	Latvia
LH	Lithuania
LI	Liberia
LO	Slovakia
LQ	Palmyra Atoll (U. S. Territory)
LS	Liechtenstein
LT	Lesotho
LU	Luxembourg
LY	Libya
<b>M</b>	
MA	Madagascar
MB	Martinique
MC	Macau
MD	Moldova
MF	Mayotte
MG	Mongolia
MH	Montserrat
MI	Malawi
<u>MJ</u>	<u>Montenegro</u>
MK	Macedonia
ML	Mali
MN	Monaco
MO	Morocco
MP	Mauritius
MQ	Midway Islands (U.S. Territory)
MR	Mauritania

\*Official change in spelling

\*\*Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.

**TABLE 4-B2 (Continued)**

<b><u>Code</u></b>	<b><u>Foreign Country</u></b>
<b>M</b>	
MT	Malta
MU	Oman
MV	Maldives
MX	Mexico
MY	Malaysia
MZ	Mozambique
<b>N</b>	
NC	New Caledonia
NE	Niue
NF	Norfolk Island
NG	Niger
NH	Vanuatu
NI	Nigeria
NL	Netherlands
NO	Norway
NP	Nepal
NR	Nauru
NS	Suriname
NT	Netherlands Antilles
NU	Nicaragua
NZ	New Zealand
<b>P</b>	
PA	Paraguay
PC	Pitcairn Island
PE	Peru
PF	Paracel Islands
PG	Spratly Island
PK	Pakistan
PL	Poland
PM	Panama
PO	Portugal
PP	Papua New Guinea
PS	Palau
PU	Guinea-Bissau

**\*Official change in spelling**

**\*\*Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.**

**TABLE 4-B2 (Continued)**

<b><u>Code</u></b>	<b><u>Foreign Country</u></b>
<b>Q</b>	
QA	Qatar
<b>R</b>	
<u>RB</u>	<u>Serbia</u>
RE	Reunion
RM	Marshall Islands
RO	Romania
RP	Philippines
RQ	Puerto Rico (U. S. Territory)
RS	Russia
RW	Rwanda
<b>S</b>	
SA	Saudi Arabia
SB	St. Pierre and Miquelon
SC	St. Christopher (KITTS) and Nevis
SE	Seychelles
SF	South Africa
SG	Senegal
SH	St. Helena
SI	Slovenia
SL	Sierra Leone
SM	San Marino
SN	Singapore
SO	Somalia
SP	Spain
ST	St. Lucia
SU	Sudan
SV	Svalbard
SW	Sweden
SX	South Georgia Islands and South Sandwich Islands
SY	Syria
SZ	Switzerland

**\*Official change in spelling**

**\*\*Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.**

**TABLE 4-B2 (Continued)**

<b><u>Code</u></b>	<b><u>Foreign Country</u></b>
<b>T</b>	
TD	Trinidad and Tobago
TE	Tromelin Island
TH	Thailand
TI	Tajikistan
TK	Turks and Caicos Islands
TL	Tokelau Islands
TN	Tonga
TO	Togo
TP	Sao Tome and Principe
TS	Tunisia
TT	East Timor
TU	Turkey
TV	Tuvalu
TW	Taiwan
TX	Turkmenistan
TZ	Tanzania
<b>U</b>	
UG	Uganda
UK	United Kingdom
UP	Ukraine
UV	Burkina Faso
UY	Uruguay
UZ	Uzbekistan
<b>V</b>	
VC	St. Vincent and the Grenadines
VE	Venezuela
VI	British Virgin Islands
VM	Vietnam
VQ	Virgin Islands (U. S. Territory)
VT	Vatican City

**\*Official change in spelling**

**\*\*Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.**

**TABLE 4-B2 (Continued)**

<b><u>Code</u></b>	<b><u>Foreign Country</u></b>
<b>W</b>	
WA	Namibia
WE	West Bank
WF	Wallis and Futuna
WI	Western Sahara
WQ	Wake Island (U. S. Territory)
WS	Samoa
WZ	Swaziland
<b>X</b>	
XX	Other
<b>Y</b>	
<del>YI</del>	<del>Serbia and Montenegro</del>
YM	Yemen
YO	Yugoslavia
<b>Z</b>	
ZA	Zambia
ZI	Zimbabwe
ZZ	Multiple Foreign Countries

**\*Official change in spelling**

**\*\*Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.**

**TABLE 5-A**  
**FIPS KENTUCKY COUNTY CODES**

<b><u>Code</u></b>	<b><u>County</u></b>	<b><u>Code</u></b>	<b><u>County</u></b>	<b><u>Code</u></b>	<b><u>County</u></b>
001	Adair	081	Grant	161	Mason
003	Allen	083	Graves	163	Meade
005	Anderson	085	Grayson	165	Menifee
007	Ballard	087	Green	167	Mercer
009	Barren	089	Greenup	169	Metcalfe
011	Bath	091	Hancock	171	Monroe
013	Bell	093	Hardin	173	Montgomery
015	Boone	095	Harlan	175	Morgan
017	Bourbon	097	Harrison	177	Muhlenberg
019	Boyd	099	Hart	179	Nelson
021	Boyle	101	Henderson	181	Nicholas
023	Bracken	103	Henry	183	Ohio
025	Breathitt	105	Hickman	185	Oldham
027	Breckinridge	107	Hopkins	187	Owen
029	Bullitt	109	Jackson	189	Owsley
031	Butler	111	Jefferson	191	Pendleton
033	Caldwell	113	Jessamine	193	Perry
035	Calloway	115	Johnson	195	Pike
037	Campbell	117	Kenton	197	Powell
039	Carlisle	119	Knott	199	Pulaski
041	Carroll	121	Knox	201	Robertson
043	Carter	123	Larue	203	Rockcastle
045	Casey	125	Laurel	205	Rowan
047	Christian	127	Lawrence	207	Russell
049	Clark	129	Lee	209	Scott
051	Clay	131	Leslie	211	Shelby
053	Clinton	133	Letcher	213	Simpson
055	Crittenden	135	Lewis	215	Spencer
057	Cumberland	137	Lincoln	217	Taylor
059	Daviess	139	Livingston	219	Todd
061	Edmonson	141	Logan	221	Trigg
063	Elliott	143	Lyon	223	Trimble
065	Estill	145	McCracken	225	Union
067	Fayette	147	McCreary	227	Warren
069	Fleming	149	McLean	229	Washington
071	Floyd	151	Madison	231	Wayne
073	Franklin	153	Magoffin	233	Webster
075	Fulton	155	Marion	235	Whitley
077	Gallatin	157	Marshall	237	Wolfe
079	Garrard	159	Martin	239	Woodford
				B21	Multiple Kentucky Counties

NOTE: RECIPROCITY COUNTIES AND PROGRAM SPECIFICATIONS IN THIS TABLE  
MAY CHANGE FOR THE SPRING 2009 SEMESTER.

**TABLE 5-B**  
**OUT-OF-STATE COUNTY CODES FOR RECIPROCITY**

<u>Institution</u>	<u>State</u>	<u>County</u>	<u>County Code</u>	<u>Program Specifications</u>
Morehead State University	OH	ADAMS	001	Expires June 30, 2013. Excludes Master of Business Administration program
		ATHENS	009	
		GALLIA	053	
		JACKSON	079	
		LAWRENCE	087	
		MEIGS	105	
		PIKE	131	
		SCIOTO	145	
		VINTON	163	
Murray State University	TN	HENRY	079	Expires June 30, 2013.
		OBION	131	
		STEWART	161	
		WEAKLEY	183	
Northern Kentucky University	IN	DEARBORN	029	Expires June 30, 2013.
		FRANKLIN	047	
		JEFFERSON	077	
		OHIO	115	
		RIPLEY	137	
		SWITZERLAND	155	
	OH	ADAMS	001	Expires June 30, 2013. Excludes majors in Early Childhood Education, Criminal Justice, and Environmental Science.
		BROWN	015	
		BUTLER	017	
		CLERMONT	025	
		CLINTON	027	
		FAYETTE	047	
		HAMILTON	061	
		HIGHLAND	071	
		WARREN	165	
University of Louisville	IN	CLARK	019	Expires June 30, 2013.
		CRAWFORD	025	
		FLOYD	043	
		HARRISON	061	
		SCOTT	143	
		WASHINGTON	175	
Western Kentucky University	TN	MACON	111	Expires June 30, 2013.
		ROBERTSON	147	
		SUMNER	165	

**TABLE 5-B continued**  
**OUT-OF-STATE COUNTY CODES FOR RECIPROCITY**

<u>Institution</u>	<u>State</u>	<u>County</u>	<u>County Code</u>	<u>Program Specifications</u>
Ashland Community and Technical College	WV	CABELL	011	Expires June 30, 2013.
		MCDOWELL	047	
		MINGO	059	
		WAYNE	099	
	OH	ADAMS	001	Expires June 30, 2013.
		ATHENS	009	
		GALLIA	053	
		JACKSON	079	
		LAWRENCE	087	
		MEIGS	105	
		PIKE	131	
		SCIOTO	145	
		VINTON	163	
Big Sandy Community and Technical College	WV	CABELL	011	Expires June 30, 2013.
		MCDOWELL	047	
		MINGO	059	
		WAYNE	099	
Bowling Green Technical College	TN	MACON	111	Expires June 30, 2013.
		ROBERTSON	147	
		SUMNER	165	
Henderson Community College	IN	PERRY	123	Expires June 30, 2013.
		POSEY	129	
		SPENCER	147	
		VANDEBURGH	163	
		WARRICK	173	
Hopkinsville Community College	TN	MONTGOMERY	125	Expires June 30, 2013.
		ROBERTSON	147	
		STEWART	161	
Jefferson Community and Technical College	IN	CLARK	019	Expires June 30, 2013.
		CRAWFORD	025	
		DEARBORN	029	
		FLOYD	043	
		HARRISON	061	
		JEFFERSON	077	
		JENNINGS	079	
		OHIO	115	
		RIPLEY	137	
		SCOTT	143	
		SWITZERLAND	155	
		WASHINGTON	175	

**TABLE 5-B continued**  
**OUT-OF-STATE COUNTY CODES FOR RECIPROCITY**

<b><u>Institution</u></b>	<b><u>State</u></b>	<b><u>County</u></b>	<b><u>County Code</u></b>	<b><u>Program Specifications</u></b>
Maysville Community and Technical College	OH	ADAMS	001	Expires June 30, 2013.
		BROWN	015	
		CLERMONT	025	
Owensboro Community and Technical College	IN	PERRY	123	Expires June 30, 2013.
		POSEY	129	
		SPENCER	147	
		VANDERBURGH	163	
		WARRICK	173	
Somerset Community College	TN	CLAY	027	Expires June 30, 2013.
		PICKETT	137	
		SCOTT	151	
Southeast Kentucky Community and Technical College	TN	CAMPBELL	013	Expires June 30, 2013.
		CLAIBORNE	025	
West Kentucky Community and Technical College	IL	ALEXANDER	003	Expires June 30, 2013.
		MASSAC	127	
		PULASKI	153	

**TABLE 6**  
**PRIMARY DISTANCE LEARNING MODE OF DELIVERY**

<u><b>Code</b></u>	<u><b>Description</b></u>
B	Internet/World Wide Web
C	Site-to-Site, 2 Way, Audio/Video
D	Open Broadcast/Community Cable Television
E	Print-Based, Audiotaped, Videotaped, Telephone, or CD ROM Study (includes traditional correspondence study)
F	Kentucky Educational Television (KET) Telecourse
G	Satellite and Microwave Telecourse

**TABLE 7**

**CLASSIFICATION CODES**

**Doctoral Universities**

<b><u>Code</u></b>	<b><u>Classification</u></b>
01	Freshman
02	Sophomore
03	Junior
04	Senior
05	Undergraduate - Nondegree
06	Master's
07	Specialist's
08	Doctoral Coursework
09	Doctoral Dissertation
10	Post-Doctoral
11	House Staff
12	First-Professional – Degree-Seeking
13	Auditor
14	Fifth-Year (UK only)
15	Post-Baccalaureate Nondegree
16	Graduate Nondegree
20	High School
21	First-Professional
	Nondegree, Law
22	First-Professional
	Nondegree, Dentistry
23	First-Professional
	Nondegree, Medicine
24	First-Professional
	Nondegree, Pharmacy (UK only)
30	Post-Baccalaureate Degree-seeking
31	Post-Baccalaureate Certificate
32	Post-Masters Certificate

Note: Degree levels to which above classifications are assigned:

Undergraduate: 1, 2, 3, 4, 5, 13, 14, 15,  
20, 30, 31  
Graduate: 6, 7, 8, 9, 16, 18, 32  
First-Professional: 12, 21, 22, 23, 24  
Post-Doctoral: 10  
House Staff: 11

**Comprehensive Universities**

<b><u>Code</u></b>	<b><u>Classification</u></b>
01	Freshman
02	Sophomore
03	Junior
04	Senior
05	Undergraduate - Nondegree
06	Master's
07	Specialist's
08	<u>Doctoral Coursework</u>
12	First-Professional
13	Auditor
15	Post-Baccalaureate - Nondegree
16	Graduate Nondegree
18	Doctoral (enrollment only)
19	<u>WKU Academy</u>
20	High School
21	First-Professional
	Nondegree, Law
30	Post-Baccalaureate Degree-seeking
31	Post-Baccalaureate Certificate
32	Post-Master's Certificate

**KCTCS**

01	Freshman
02	Sophomore
05	Undergraduate - Nondegree
13	Auditor
15	Post-Baccalaureate - Nondegree
20	High School
30	Post-Baccalaureate Degree-seeking

**TABLE 8**  
**CAMPUS CODES**

<u>FICE</u>	<u>Campus Code</u>	<u>Institution</u>
001963		Eastern Kentucky University
	00	Main Campus
	02	Off Campus
001968	00	Kentucky State University
001976		Morehead State University
	00	Main Campus
	02	Off Campus
001977		Murray State University
	01	Main Campus
	02	West Farms
	03	North Farms
	04	Biological Station
	05	Vet - Diagnostic Lab
	06	Murphy Pond
	07	Savage Cave
	08	Wickliffe Mounds Research Center
009275		Northern Kentucky University
	01	Highland Heights - Main Campus
	02	University College - Covington
	03	University Foundation
	06	Off Campus
001989	00	University of Kentucky - Main Campus
	52	Robinson Forest
	53	Lake Cumberland 4-H
	56	Woodford Acres
	58	Cold Stream Farm
	60	Eden Shale Farm
	68	Feltner 4-H
	70	Main Chance Farm
	74	North Central 4-H
	76	Poultry Farm
	80	Robinson Forest Sub. Station
	82	South Farm
	84	Spindle Top
	86	West Kentucky 4-H
	88	West Kentucky Sub. Station
	90	Forestry, Wood Tech. School
	98	Leased Property

**TABLE 8 (Continued)**

<b><u>FICE</u></b>	<b><u>Campus Code</u></b>	<b><u>Institution</u></b>
001999		University of Louisville
	01	Belknap
	02	Health Sciences
	03	Shelby
	05	Other
	06	Fort Knox
	07	Distance Education
002002		Western Kentucky University
	00	Main Campus
	02	Off Campus
<b>KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM</b>		
001990		Ashland Community and Technical College
001991		Elizabethtown Community and Technical College
001993		Henderson Community College
001994		Hopkinsville Community College
006961		Jefferson Community and Technical College
006960		Maysville Community and Technical College
001996		Big Sandy Community and Technical College
	01	Building J / Diesel Technical College
	02	Betsy Lane Mine
005271	00	Bowling Green Technical College
	01	Glasgow Campus (Branch)
	02	Kentucky Advanced Technology Institute
005244		Bluegrass Community and Technical College
	01	Anderson Campus (Branch)
	02	Danville Campus (Branch)
001998		Southeast Kentucky Community and Technical College
	01	Cumberland Technical College
	02	Southeast Community College
	03	Harlan Campus
	04	Southeast Campus

**TABLE 8 (Continued)**

<b><u>FICE</u></b>	<b><u>Campus Code</u></b>	<b><u>Institution</u></b>
006962		Hazard Community and Technical College
	01	Hazard Technical College
	02	Hazard Community College
	03	Hindman Campus
	04	Lees Campus
	05	Kentucky School of Craft
009010		Madisonville Community College
	01	Madisonville Technical College
	02	Madisonville Community College
	03	Health Campus
	04	Muhlenburg County Center
005273	00	Gateway Community and Technical College
	01	Edgewood Campus (Branch)
	02	Highland Heights Campus (Branch)
030345	00	Owensboro Community and Technical College
	01	Daviess County Extension
	02	Owensboro Community College
	03	Owensboro Technical College
001997	00	Somerset Community College
	01	Laurel Technical College
	04	Laurel Center
	02	Somerset Technical College
	05	McCreary Center
	06	Clinton Center
001979	00	West Kentucky Community and Technical College
	01	Purchase Training Extension

**TABLE 9**  
**INSTITUTION AND STATE FICE CODES**

<b><u>Code</u></b>	<b><u>Institution</u></b>
00196300	Eastern Kentucky University
00196800	Kentucky State University
00197600	Morehead State University
00197700	Murray State University
00927500	Northern Kentucky University
00198900	University of Kentucky
00199900	University of Louisville
00200200	Western Kentucky University
00199000	Ashland Community and Technical College
00199600	Big Sandy Community and Technical College
00524400	Bluegrass Community and Technical College
00527100	Bowling Green Technical College
00199100	Elizabethtown Community and Technical College
00527300	Gateway Community and Technical College
00696200	Hazard Community and Technical College
00199300	Henderson Community College
00199400	Hopkinsville Community College
00696100	Jefferson Community and Technical College
00901000	Madisonville Community College
00696000	Maysville Community and Technical College
03034500	Owensboro Community and Technical College
00199700	Somerset Community College
00199800	Southeast Kentucky Community and Technical College
00197900	West Kentucky Community and Technical College

**TABLE 9 (Continued)**

<b><u>Code</u></b>	<b><u>Institution</u></b>
00195100	Alice Lloyd College
00195200	Asbury College
00195400	Bellarmino University
00195500	Berea College
00195800	Brescia University
00195900	Campbellsville University
00196100	Centre College
00196400	Georgetown College
00196500	Kentucky Christian University
00196900	Kentucky Wesleyan College
00197200	Lindsey Wilson College
<del>157359</del> 02576200	MidContinent University
00197500	Midway College
00198000	Pikeville College
00198300	St. Catharine College
00196000	Spalding University
00461900	Sullivan University
00200100	Thomas More College
00198700	Transylvania University
00198800	Union College
00196200	University of the Cumberlands
00195300	Asbury Theological Seminary
00197100	Lexington Theological Seminary
00197400	Louisville Presbyterian Theological Seminary
00198200	Southern Baptist Theological Seminary
15641700	Clear Creek Baptist Bible College
15643500	College of the Scriptures
15703000	Kentucky Mountain Bible College
15715500	Lexington Baptist College
15723400	Louisville Bible College
15754400	Portland Christian School
15768700	Simmons Bible College
15672700	Frontier School of Midwifery
00198600	Sue Bennett College
00197000	Lees College
00198100	Southeastern Christian College
00891700	Seminary of St. Pius X
01042500	Louisville School of Art
02903400	Watterson College
999999 <del>4821</del>	Other Kentucky Institutions

**TABLE 9 (Continued)**

<b><u>Code (FIPS)</u></b>	<b><u>State</u></b>
99999901	Alabama
99999902	Alaska
99999904	Arizona
99999905	Arkansas
99999906	California
99999908	Colorado
99999909	Connecticut
99999910	Delaware
99999911	District of Columbia
99999912	Florida
99999913	Georgia
99999915	Hawaii
99999916	Idaho
99999917	Illinois
99999918	Indiana
99999919	Iowa
99999920	Kansas
99999921	Kentucky
99999922	Louisiana
99999923	Maine
99999924	Maryland
99999925	Massachusetts
99999926	Michigan
99999927	Minnesota
99999928	Mississippi
99999929	Missouri
99999930	Montana
99999931	Nebraska
99999932	Nevada
99999933	New Hampshire
99999934	New Jersey
99999935	New Mexico
99999936	New York
99999937	North Carolina
99999938	North Dakota
99999939	Ohio
99999940	Oklahoma
99999941	Oregon
99999942	Pennsylvania
99999944	Rhode Island
99999945	South Carolina
99999946	South Dakota
99999947	Tennessee
99999948	Texas
99999949	Utah
99999950	Vermont

**TABLE 9 (Continued)**

<b><u>Code</u></b>	<b><u>State</u></b>
99999951	Virginia
99999953	Washington
99999954	West Virginia
99999955	Wisconsin
99999956	Wyoming
<b><u>Code</u></b>	<b><u>Territory</u></b>
99999988	U. S. Territory
<b><u>Code</u></b>	<b><u>Foreign Country</u></b>
99999989	Transfers from all foreign institutions
99999990	Transfers from the military

**TABLE 10****COURSE LEVEL CODES**

<b><u>Code</u></b>	<b><u>Level</u></b>
01	Lower Division
02	Upper Division
06	First Professional
07	Graduate
08	Technical

**TABLE 11****CLASS DURATION CODES**

<b><u>Code</u></b>	<b><u>Duration</u></b>
A	Full Semester
B	15 Weeks
C	14 Weeks
D	13 Weeks
E	12 Weeks
F	11 Weeks
G	10 Weeks
H	9 Weeks
I	8 Weeks
J	7 Weeks
K	6 Weeks
L	5 Weeks
M	4 Weeks
N	3 Weeks
O	2 Weeks
P	1 Week
Q	Other

**TABLE 12**  
**LEVEL OF DEGREE OR FORMAL AWARD CONFERRED**

<b><u>Code</u></b>	<b><u>Level</u></b>
01	Certificate for curriculum of less than one year.
02	Certificate for curriculum of at least one year, but less than two years.
03	Certificate for curriculum of at least two years, but less than four years, with work wholly or chiefly creditable toward a baccalaureate degree.
04	Certificate for curriculum of at least two years, but less than four years, with work <u>not</u> wholly or chiefly creditable toward a baccalaureate degree.
05	Associate degree for curriculum of at least two years, but less than four years, with work wholly or chiefly creditable toward a baccalaureate degree.
06	Associate degree for curriculum of at least two years, but less than four years, with work <u>not</u> wholly or chiefly creditable toward a baccalaureate degree.
07	Baccalaureate degree (four or five years).
08	Master's degree
10	Specialist's degree.
11	Doctoral degree.
12	First-Professional degree.
13	Post-Baccalaureate Certificate
14	Post-Master's Certificate
15	Diploma

**TABLE 13-A**  
**HIGH SCHOOL CODES - ALPHABETICAL ORDER**

<u>High School Name</u>	<u>Code</u>
<b>Updated August 2008</b>	
ACADEMY FOR INDIVIDUAL EXCELLENCE	0724
ACADEMY OF OUR LADY OF MERCY	1505
ACTS CHRISTIAN ACADEMY (Madisonville)	1667
ADAIR COUNTY HIGH SCHOOL	0500
ADAIR YOUTH DEVELOPMENT CENTER	0505
ALLEN CENTRAL HIGH SCHOOL	0723
ALLEN COUNTY SCOTTSVILLE HIGH	2380
ANCHORED CHRISTIAN SCHOOL (Bowling Green)	0243
ANDERSON COUNTY HIGH SCHOOL	1350
APOLLO HIGH SCHOOL	2033
ASSEMBLY CHRISTIAN SCHOOL	1414
ASSUMPTION HIGH SCHOOL	1510
ATHERTON (J.M.) HIGH SCHOOL	1545
AUDUBON YOUTH DEVELOPMENT CENTER	1519
AUGUSTA HIGH SCHOOL	0085
BALLARD HIGH SCHOOL	1509
BALLARD MEMORIAL HIGH SCHOOL (Barlow)	0150
BARBOURVILLE HIGH SCHOOL	0105
BARDSTOWN HIGH SCHOOL	0130
BARREN ACADEMY FOR VIRTUAL AND EXPANDED LEARNING	0991
BARREN COUNTY HIGH SCHOOL	0990
BATH COUNTY HIGH SCHOOL	2070
BEACON CENTRAL ALTERNATIVE SCHOOL (Utica)	2565
BEECHWOOD HIGH SCHOOL	0530
BELFRY HIGH SCHOOL	0175
BELMONT CHRISTIAN ACADEMY	1873
BELL COUNTY HIGH SCHOOL	2195
BELLEVUE HIGH SCHOOL	0180
BEREA HIGH SCHOOL	0205
BETH HAVEN CHRISTIAN SCHOOL	1516
BETHEL CHRISTIAN ACADEMY (Hindman)	1175
BETHEL CHRISTIAN SCHOOL (McDaniels)	1393
BETHEL CHRISTIAN SCHOOL (Paducah)	2072
BETHLEHEM HIGH SCHOOL	0120
BETSY LAYNE HIGH SCHOOL	0215
BEULAH MOUNTAIN CHRISTIAN ACADEMY	2703
BISHOP BROSSART HIGH SCHOOL	0015
BLUE GRASS BAPTIST SCHOOL	1416
BLUEGRASS CHRISTIAN SCHOOL (Richmond)	2282
BOONE COUNTY HIGH SCHOOL	0835
BOURBON COUNTY HIGH SCHOOL	2125
BOWLING GREEN HIGH SCHOOL	0247
BOWLING GREEN CHRISTIAN ACADEMY	0248
BOYD COUNTY HIGH SCHOOL	0060

**TABLE 13-A**  
**HIGH SCHOOL CODES - ALPHABETICAL ORDER**

<b><u>High School Name</u></b>	<b><u>Code</u></b>
BOYLE COUNTY HIGH SCHOOL	0643
BRACKEN COUNTY HIGH SCHOOL	0300
BRANDENBURG HIGH SCHOOL	0270
BREATHITT HIGH SCHOOL	1280
BRECKINRIDGE COUNTY HIGH SCHOOL	1050
BRECKINRIDGE METRO HIGH SCHOOL	1514
BROWN SCHOOL	1513
BRYAN STATION SENIOR HIGH SCHOOL	1417
BUCKHORN CHILDREN'S CENTER	0316
BUCKHORN HIGH SCHOOL	0315
BUCKNER ALTERNATIVE SCHOOL	0321
BUECHEL METROPOLITAN HIGH SCHOOL	1596
BULLITT CENTRAL HIGH SCHOOL	2410
BULLITT COUNTY ADULT LEARNING CENTER (Shepherdsville)	2409
BULLITT EAST HIGH SCHOOL	1914
BURGIN HIGH SCHOOL	0325
BUTLER (SUDA EAST) HIGH SCHOOL	1512
BUTLER COUNTY HIGH SCHOOL	1875
CALDWELL COUNTY SENIOR HIGH SCHOOL	2245
CALLOWAY COUNTY HIGH SCHOOL	1923
CALVARY CHRISTIAN SCHOOL (Covington)	0533
CALVARY CHRISTIAN SCHOOL, INC. (Catlettsburg)	0445
CALVARY MISSION CHRISTIAN ACADEMY (Glendale)	0994
CAMPBELL COUNTY HIGH SCHOOL	0010
CAMPBELLSVILLE CHRISTIAN ACADEMY	0369
CAMPBELLSVILLE HIGH SCHOOL	0370
CARLISLE COUNTY HIGH SCHOOL	0145
CARROLL COUNTY HIGH SCHOOL	0420
CARVE ROCK CHRISTIAN ACADEMY (Morgantown)	1856
CASEY COUNTY HIGH SCHOOL	1448
CATLETTSBURG CHRISTIAN ACADEMY	0446
CAVERNA SENIOR HIGH SCHOOL	1235
CENTRAL HARDIN HIGH SCHOOL (Cecilia)	0995
CENTRAL HIGH SCHOOL	1520
CENTRAL KENTUCKY CHRISTIAN SCHOOL	1074
CHAPEL PRAISE CHRISTIAN ACADEMY (Falmouth)	0792
CHARLES SHEDD RESEARCH ACADEMY	1729
CHARTER RIDGE HOSPITAL SCHOOL	1418
CHRIST CTRL TRAINING SCHOOL AND ACADEMY	2163
CHRIST IS KING SCHOOL	1530
CHRISTIAN ACADEMY (Carrollton)	0421
CHRISTIAN ACADEMY OF LAWRENCEBURG	1352
CHRISTIAN ACADEMY LOUISVILLE	1523
CHRISTIAN COUNTY HIGH SCHOOL	1207
<u>CHRISTIAN EDUCATION CONSORTIUM</u>	<u>1649</u>
CHRISTIAN FELLOWSHIP SCHOOL (Benton)	0198
CHRISTIAN LIFE EDUCATION CENTER (Henderson)	1142
CLARK COUNTY CHRISTIAN SCHOOL	2735
CLAY COUNTY HIGH SCHOOL	1690

**TABLE 13-A**  
**HIGH SCHOOL CODES - ALPHABETICAL ORDER**

<b><u>High School Name</u></b>	<b><u>Code</u></b>
CLAYS MILL ROAD CHRISTIAN ACADEMY (Lexington)	1419
CLINTON COUNTY HIGH SCHOOL	0005
COLLEGIATE HIGH SCHOOL AT OWENSBORO CTC	2061
COMMUNITY CHRISTIAN ACADEMY (Independence)	1253
COMMUNITY CHRISTIAN ACADEMY (Paducah)	2073
CONNER SENIOR HIGH SCHOOL	1128
CORBIN CHRISTIAN ACADEMY	0504
CORBIN HIGH SCHOOL	0503
CORDIA HIGH SCHOOL	1103
CORNERSTONE CHRISTIAN ACADEMY (Corbin)	0509
CORNERSTONE CHRISTIAN ACADEMY (was LIVING WATERS)	2402
CORNERSTONE CHRISTIAN SCHOOL (Lily)	1460
CORPUS CHRISTI HIGH SCHOOL (Simpsonville)	2425
COVINGTON CATHOLIC HIGH SCHOOL	0535
COVINGTON LATIN SCHOOL	0540
CRITTENDEN COUNTY HIGH SCHOOL	1700
CUMBERLAND CHRISTIAN ACADEMY	0331
CUMBERLAND COUNTY HIGH SCHOOL	0330
CUMBERLAND HIGH SCHOOL	0610
CYNTHIANA CHRISTIAN ACADEMY	0627
DANVILLE HIGH SCHOOL	0645
DAVID L. BROWN CHRISTO-CENTRIC	2584
DAVIESS COUNTY HIGH SCHOOL	2040
DAWSON SPRINGS HIGH SCHOOL	0660
DAYTON HIGH SCHOOL	0665
DEMING HIGH SCHOOL	1885
DESALES HIGH SCHOOL	1602
DIXIE HEIGHTS HIGH SCHOOL	0545
DUPONT MANUAL HIGH SCHOOL	1525
EAST CARTER COUNTY HIGH SCHOOL	1015
EAST JESSAMINE HIGH SCHOOL	1982
EAST RIDGE HIGH SCHOOL	1451
EASTERN HIGH SCHOOL	1810
EASTWOOD CHRISTIAN ACADEMY (Murray)	1926
EDMONSON COUNTY HIGH SCHOOL	0310
ELIZABETHTOWN SENIOR HIGH SCHOOL	0740
ELLIOTT COUNTY HIGH SCHOOL	2370
EMINENCE HIGH SCHOOL	0760
ESTILL COUNTY HIGH SCHOOL	1265
EVANGEL CHRISTIAN HIGH SCHOOL	1528
EVARTS HIGH SCHOOL	0780
FAIRDALE HIGH SCHOOL	0788
FAIRVIEW HIGH SCHOOL	0063
FAITH BAPTIST ACADEMY (Franklin)	0914
FAITH CHRISTIAN ACADEMY (Hodgenville)	1199
FAITH CHRISTIAN ACADEMY (Jeffersonville)	1294
FAITH CHRISTIAN SCHOOL (Cynthiana)	0628
FAITH CHRISTIAN SCHOOL (Russellville)	2313
FAMILIES FOR CHRIST CHRISTIAN ACADEMY (Louisville)	1634

**TABLE 13-A**  
**HIGH SCHOOL CODES - ALPHABETICAL ORDER**

<b><u>High School Name</u></b>	<b><u>Code</u></b>
FELLOWSHIP CHRISTIAN ACADEMY (Lancaster)	1331
FELLOWSHIP CHRISTIAN ACADEMY (Mt. Sterling)	1896
FERN CREEK HIGH SCHOOL	0815
FLEMING COUNTY HIGH SCHOOL	0830
FONDE CHRISTIAN ACADEMY	0874
FORT LOGAN HIGH SCHOOL	2491
FRANKFORT CHRISTIAN ACADEMY	0864
FRANKFORT HIGH SCHOOL	0888
FRANKLIN COUNTY HIGH SCHOOL	0890
FRANKLIN SIMPSON HIGH SCHOOL	0915
FREDERICK FRAIZE HIGH SCHOOL	0495
FRENCHBURG C C C	1697
FT CAMPBELL HIGH SCHOOL	0845
FT KNOX HIGH SCHOOL	0850
FULTON CITY HIGH SCHOOL	0940
FULTON COUNTY HIGH SCHOOL	1160
GALILEAN CHRISTIAN ACADEMY	1449
GALLATIN COUNTY HIGH SCHOOL	2645
GARRARD COUNTY HIGH SCHOOL	1330
GATEWAY ACADEMY HIGH SCHOOL	1732
<u>GATTON ACADEMY OF MATH-SCIENCE</u>	<u>0296</u>
GEORGE ROGERS CLARK HIGH SCHOOL	2740
GLASGOW CHRISTIAN ACADEMY	0979
GLASGOW HIGH SCHOOL	0980
GLENWOOD CHRISTIAN ACADEMY	0789
GRACE BAPTIST ACADEMY (Beattyville)	0153
GRACE BAPTIST SCHOOL (Madisonville)	1669
GRANT COUNTY HIGH SCHOOL	0690
GRAPEVINE CHRISTIAN ACADEMY	1670
GRAVES COUNTY HIGH SCHOOL	1733
GRAYSON COUNTY HIGH SCHOOL	1395
GREEN COUNTY HIGH SCHOOL	1020
GREENUP COUNTY HIGH SCHOOL	1025
GREENWOOD HIGH SCHOOL	0254
HANCOCK COUNTY HIGH SCHOOL	1410
HARDIN CHRISTIAN ACADEMY	2267
HARG BAPTIST ACADEMY	1268
HARLAN HIGH SCHOOL	1065
HARRISON COUNTY HIGH SCHOOL	0630
HARRY DOSS HIGH SCHOOL	1534
HART COUNTY HIGH SCHOOL	1920
HARVEST ACADEMY (Richmond)	2276
HARVEST CHRISTIAN ACADEMY (South Portsmouth)	2479
HAVEN CHRISTIAN ACADEMY	1141
HAZARD CHRISTIAN ACADEMY	1104
HAZARD HIGH SCHOOL	1105
HEATH HIGH SCHOOL	2670
HENDERSON COUNTY SENIOR HIGH SCHOOL	1140
HENRY CLAY HIGH SCHOOL	1425

**TABLE 13-A**  
**HIGH SCHOOL CODES - ALPHABETICAL ORDER**

<b><u>High School Name</u></b>	<b><u>Code</u></b>
HENRY COUNTY HIGH SCHOOL	1955
HERITAGE ACADEMY	0837
HERITAGE CHRISTIAN ACADEMY (Hopkinsville)	1209
HICKMAN COUNTY HIGH SCHOOL	0485
HIGHLANDS HIGH SCHOOL	0855
HIGHLANDS LATIN SCHOOL	1541
HOLMES HIGH SCHOOL	0550
HOLY ANGELS ACADEMY (Louisville)	1533
HOLY CROSS HIGH SCHOOL (Covington)	0555
HOLY CROSS HIGH SCHOOL (Louisville)	1511
HOLY ROSARY ACADEMY	1535
HOPKINS COUNTY CENTRAL HIGH SCHOOL (was WEST HOPKINS HIGH SCHOOL)	1952
HOPKINSVILLE HIGH SCHOOL	1210
INFINITE POSSIBILITIES CHRISTIAN SCHOOL (Sandy Hook)	2372
IROQUOIS HIGH SCHOOL	1543
JACKSON COUNTY HIGH SCHOOL	1780
JACKSON HIGH SCHOOL	1285
JAMES A CAWOOD HIGH SCHOOL	1067
JEFFERSON COUNTY HIGH SCHOOL	1546
JEFFERSON COUNTY VIRTUAL SCHOOL	1644
JEFFERSONTOWN HIGH SCHOOL	1292
JENKINS HIGH SCHOOL	1300
JESSAMINE CAREER-TECH CENTER	1989
JOHN HARDIN HIGH SCHOOL (Elizabethtown)	0743
JOHNSON CENTRAL HIGH SCHOOL	2111
JORDAN CHRISTIAN ACADEMY (Burnside)	0337
JUNE BUCHANAN SCHOOL	2209
KENTUCKY COUNTRY DAY SCHOOL	1575
KENTUCKY SCHOOL FOR BLIND	1555
KENTUCKY SCHOOL FOR DEAF	0650
KENTUCKY VIRTUAL HIGH SCHOOL	0894
KNOB LICK BAPTIST ACADEMY	1272
KNOTT COUNTY CENTRAL HIGH SCHOOL	1180
KNOX CENTRAL HIGH SCHOOL	0110
LAKESIDE CHRISTIAN ACADEMY (Morehead)	1851
LAFAYETTE SENIOR HIGH SCHOOL	1430
LANDMARK BAPTIST ACADEMY (Winchester)	2744
LANDMARK CHRISTIAN ACADEMY (Louisville)	1558
LARCAN ACADEMY (Whitley City)	1723
LARRY RYLE HIGH SCHOOL	2560
LARUE BAPTIST SCHOOL	1201
LARUE COUNTY HIGH SCHOOL	1200
LAWRENCE COUNTY HIGH SCHOOL	1500
LEBANON JUNCTION CHRISTIAN ACADEMY	1384
LEDBETTER CHRISTIAN ACADEMY	2444
LEE COUNTY HIGH SCHOOL	0155
LESLIE COUNTY HIGH SCHOOL	1250
LETCHER COUNTY CENTRAL HIGH SCHOOL	2694

**TABLE 13-A**  
**HIGH SCHOOL CODES - ALPHABETICAL ORDER**

<b><u>High School Name</u></b>	<b><u>Code</u></b>
LEWIS COUNTY HIGH SCHOOL	2580
LEXINGTON CATHOLIC HIGH SCHOOL	1435
LEXINGTON CHRISTIAN ACADEMY	1437
LIBERTY CHRISTIAN SCHOOL	1102
LIBERTY HIGH SCHOOL (Louisville)	1559
LIFE TABERNACLE CHRISTIAN SCHOOL (Hopkinsville)	1216
LIGHTHOUSE ACADEMY (Bowling Green)	0258
LIGHTHOUSE CHRISTIAN ACADEMY (Owensboro)	2060
LINCOLN COUNTY HIGH SCHOOL	2495
LIVING WORD CHRISTIAN SCHOOL (St. Charles)	2338
LIVINGSTON CENTRAL HIGH SCHOOL	0333
LLOYD MEMORIAL HIGH SCHOOL	0765
LOGAN COUNTY HIGH SCHOOL	0001
LONDON CHRISTIAN ACADEMY	1482
LONE OAK HIGH SCHOOL	2080
<u>LOUISVILLE CLASSICAL ACADEMY</u>	<u>2249</u>
LOUISVILLE COLLEGIATE SCHOOL	1570
LOUISVILLE DAY TREATMENT	1550
LUDLOW HIGH SCHOOL	1645
LYNN CAMP HIGH SCHOOL	0510
LYON COUNTY HIGH SCHOOL	1315
MADISON CENTRAL HIGH SCHOOL	2278
MADISON CHRISTIAN ACADEMY INC	2281
MADISON SOUTHERN HIGH SCHOOL	0211
MADISONVILLE NORTH HOPKINS	1675
MAGOFFIN COUNTY HIGH SCHOOL	2368
<u>MAJESTY ACADEMY INC (Owensboro)</u>	<u>2049</u>
MALE HIGH SCHOOL	1580
MANCHESTER CHRISTIAN ACADEMY	1692
<del>MARION CHURCH OF GOD CHRISTIAN SCHOOL</del>	<del>1702</del>
MARION COUNTY SENIOR HIGH SCHOOL	1365
MARSHALL COUNTY HIGH SCHOOL	0200
MARTIN LUTHER KING, JR., ACADEMY OF EXCELLENCE (Lexington)	1438
MARY RYAN ACADEMY	1581
MARYHURST HIGH SCHOOL	1585
MASON COUNTY HIGH SCHOOL	1755
MAYFIELD CREEK CHRISTIAN ACADEMY	1734
MAYFIELD HIGH SCHOOL	1735
MAYO STATE VOCATIONAL/TECHNICAL SCHOOL	2113
MCCREARY CENTRAL HIGH SCHOOL	2705
MCCREARY CHRISTIAN ACADEMY	2704
MCLEAN COUNTY HIGH SCHOOL	0350
MEADE COUNTY HIGH SCHOOL	0275
MENIFEE COUNTY HIGH SCHOOL	0935
MERCER COUNTY HIGH SCHOOL	1080
METCALFE COUNTY HIGH SCHOOL	0725
MICAH HIGH SCHOOL	1586
MIDDLESBORO CHRISTIAN ACADEMY	1804
MIDDLESBORO HIGH SCHOOL	1805

**TABLE 13-A**  
**HIGH SCHOOL CODES - ALPHABETICAL ORDER**

<b><u>High School Name</u></b>	<b><u>Code</u></b>
MILLVILLE BAPTIST ACADEMY	0904
MODEL LABORATORY SCHOOL	2280
MONROE COUNTY HIGH SCHOOL	2545
MONTGOMERY COUNTY HIGH SCHOOL	1900
MONTICELLO HIGH SCHOOL	1840
MOORE HIGH SCHOOL	1584
MORE GRACE CHRISTIAN ACADEMY (Louisville)	1572
MORGAN COUNTY HIGH SCHOOL	2665
MT CARMEL HIGH SCHOOL	1355
MUHLENBERG NORTH HIGH SCHOOL	0455
MUHLENBERG SOUTH HIGH SCHOOL	2230
MURRAY HIGH SCHOOL	1935
NELSON COUNTY HIGH SCHOOL	0133
NELSON COUNTY BAPTIST CHURCH SCHOOL	0134
NEW BEGINNING CHRISTIAN ACADEMY (Mayfield)	1737
NEW HOPE ACADEMY INC	1941
NEW HOPE CHRISTIAN ACADEMY (Midway)	1826
NEW LIFE CHRISTIAN SCHOOL (Columbia)	0501
NEWPORT ALTERNATE HIGH SCHOOL	1972
NEWPORT CENTRAL CATHOLIC HIGH SCHOOL	1973
NEWPORT HIGH SCHOOL	1975
NICHOLAS COUNTY HIGH SCHOOL	0405
NORTH BULLITT HIGH SCHOOL	2412
NORTH HARDIN CHRISTIAN SCHOOL (Radcliff) (was: FELLOWSHIP CHRISTIAN ACADEMY)	2266
NORTH HARDIN HIGH SCHOOL	2610
NORTH LAUREL HIGH SCHOOL	1486
NORTH OLDHAM HIGH SCHOOL	0951
NORTHERN KENTUCKY CHRISTIAN SCHOOL	0813
NORTHERN KENTUCKY LEARNING ACADEMY	1979
NORTHERN KENTUCKY YOUTH DEVELOPMENT CENTER	0600
NORTHSIDE BAPTIST CHRISTIAN (Mayfield)	1736
NORTHSIDE CHRISTIAN SCHOOL (Louisville)	1589
NOTRE DAME ACADEMY	0575
OAK RIDGE CHRISTIAN ACADEMY	1877
OAKDALE CHRISTIAN HIGH SCHOOL (Jackson)	1287
OHIO COUNTY HIGH SCHOOL	1090
OLD UNION SCHOOL (Bowling Green)	0033
OLDHAM COUNTY SENIOR HIGH SCHOOL	1320
ON FIRE CHRISTIAN ACADEMY (Louisville)	1547
ONEIDA BAPTIST INSTITUTE	2030
OPEN DOOR CHRISTIAN ACADEMY (Paducah)	2274
OPPORTUNITIES UNLIMITED (Martin)	1719
OUR LADY OF THE ROSARY SCHOOL (Bardstown)	0136
OWEN COUNTY HIGH SCHOOL	2065
OWENSBORO CATHOLIC HIGH SCHOOL	2045
OWENSBORO CHRISTIAN ACADEMY	2046
OWENSBORO SENIOR HIGH SCHOOL	2048
OWSLEY COUNTY HIGH SCHOOL	0240

**TABLE 13-A**  
**HIGH SCHOOL CODES - ALPHABETICAL ORDER**

<b><u>High School Name</u></b>	<b><u>Code</u></b>
PADUCAH TILGHMAN HIGH SCHOOL	2085
PAINTSVILLE HIGH SCHOOL	2115
PARIS HIGH SCHOOL	2130
PAUL G BLAZER SR HIGH SCHOOL	0070
PAUL LAURENCE DUNBAR HIGH SCHOOL	1440
PEACE ACADEMY	1603
PEARL COMBS LEARNING CENTER (Hindman)	1176
PENDLETON COUNTY HIGH SCHOOL	0793
PENTECOSTAL CHRISTIAN ACADEMY (Water Valley)	2647
PERRY COUNTY CENTRAL ALTERNATE HIGH SCHOOL	1290
PERRY COUNTY CENTRAL HIGH SCHOOL	1115
PHELPS HIGH SCHOOL	2160
PIARIST SCHOOL	1720
PIKE COUNTY CENTRAL HIGH SCHOOL	2170
PIKEVILLE HIGH SCHOOL	2185
PINEVILLE HIGH SCHOOL	2200
PITT ACADEMY	1591
PLEASANT VIEW CHRISTIAN SCHOOL (Bromley)	0297
<u>PLEASANTVIEW BAPTIST SCHOOL (McQuady)</u>	<u>1781</u>
PLEASURE RIDGE PARK HIGH SCHOOL	2218
PORTLAND CHRISTIAN SCHOOL	1590
POWELL COUNTY HIGH SCHOOL	2500
PRESENTATION ACADEMY	1595
PRESTONSBURG HIGH SCHOOL	2235
PROVIDENCE HIGH SCHOOL (Providence)	2255
PROVIDENCE HIGH SCHOOL (Lexington)	1433
PULASKI CENTRAL ALTERNATIVE SCHOOL	2456
PULASKI COUNTY DAY TREATMENT	2457
PULASKI COUNTY HIGH SCHOOL	2455
RACELAND-WORTHINGTON HIGH SCHOOL	2265
RAMEY-ESTEP HIGH SCHOOL (Ashland)	0072
<u>RANDALL K COOPER HIGH SCHOOL (Union)</u>	<u>2561</u>
RED BIRD MISSION HIGH SCHOOL	0220
REDEMPTION ROAD CHRISTIAN ACADEMY (Stanford)	2497
REIDLAND HIGH SCHOOL	2090
<del>RICE AUDUBON SCHOOL</del>	<del>4554</del>
RIVERSIDE CHRISTIAN SCHOOL	1495
RIVERVIEW HIGH SCHOOL (Shepherdsville)	2413
ROCKCASTLE COUNTY HIGH SCHOOL	1910
ROCKHOLDS OPPORTUNITY CENTER	2290
ROLLING HILLS CHRISTIAN HIGH SCHOOL	2414
ROSE HILL CHRISTIAN HIGH SCHOOL	0071
ROWAN COUNTY CHRISTIAN ACADEMY	1854
ROWAN COUNTY HIGH SCHOOL	1855
ROWENA CHRISTIAN ACADEMY (Jamestown)	1289
RUSSELL COUNTY HIGH SCHOOL	2310
RUSSELL HIGH SCHOOL	2305
RUSSELLVILLE HIGH SCHOOL	2315
SACRED HEART ACADEMY	1600

**TABLE 13-A**  
**HIGH SCHOOL CODES - ALPHABETICAL ORDER**

<b><u>High School Name</u></b>	<b><u>Code</u></b>
SALINE CHRISTIAN ACADEMY	2458
SAYRE SCHOOL	1443
SCOTT COUNTY SENIOR HIGH SCHOOL	0975
SCOTT HIGH SCHOOL (Covington)	0576
SENECA HIGH SCHOOL	1612
SHAWNEE SENIOR HIGH SCHOOL	1615
SHELBY COUNTY HIGH SCHOOL	2407
SHELBY VALLEY HIGH SCHOOL	0675
SHELDON CLARK HIGH SCHOOL	1260
SILVER GROVE HIGH SCHOOL	2420
SIMON KENTON HIGH SCHOOL	1255
SOMERSET CHRISTIAN SCHOOL (West Somerset)	2464
SOMERSET HIGH SCHOOL	2460
SOUTH FLOYD HIGH SCHOOL (Hihat)	1770
SOUTH FORK CHRISTIAN ACADEMY (Whitley City)	2702
SOUTH LAUREL HIGH SCHOOL	1485
SOUTH OLDHAM HIGH SCHOOL	0593
SOUTH PARK TAPP SCHOOL (Fairdale)	0786
SOUTHERN HIGH SCHOOL	1620
SOUTHWESTERN HIGH SCHOOL	2462
SPENCER COUNTY HIGH SCHOOL	2535
ST FRANCIS HIGH SCHOOL	1604
ST HENRY HIGH SCHOOL	0770
ST JAMES ACADEMY	1606
ST JOHNS ACADEMY	1607
ST MARY HIGH SCHOOL	2105
ST PATRICK HIGH SCHOOL	1765
ST ROSE SCHOOL	1967
ST XAVIER HIGH SCHOOL	1610
STURGIS CHRISTIAN SCHOOL	2511
SUGAR GROVE CHRISTIAN ACADEMY	0841
TABERNACLE CHRISTIAN ACADEMY (Nicholasville)	1987
TABERNACLE CHRISTIAN ACADEMY (Somerset)	2465
TATES CREEK SENIOR HIGH SCHOOL	1444
TAYLOR COUNTY HIGH SCHOOL	0380
<del>TEMPLE CHRISTIAN</del> HOPE RANCH ACADEMY (Somerset)	2463
THE DAVID SCHOOL	0654
TODD COUNTY CENTRAL HIGH SCHOOL	0750
TOLLESBORO JR SR HIGH SCHOOL	2542
TRIGG COUNTY HIGH SCHOOL	0345
TRIMBLE COUNTY HIGH SCHOOL	0165
TRINITY CHRISTIAN ACADEMY (Latonia)	0329
TRINITY CHRISTIAN ACADEMY (Lexington)	1441
TRINITY HIGH SCHOOL (Louisville)	1540
TRINITY HIGH SCHOOL (Whitesville)	2700
TRIPLETT SCHOOL (Owensboro)	2063
UNION COUNTY HIGH SCHOOL	1870
UNIVERSITY HEIGHTS ACADEMY	1211
VALLEY HIGH SCHOOL	2575

**TABLE 13-A**  
**HIGH SCHOOL CODES - ALPHABETICAL ORDER**

<b><u>High School Name</u></b>	<b><u>Code</u></b>
VALLEY SCHOOL (Owensboro)	2037
VALOR TRADITIONAL ACADEMY	1640
VICTORY BAPTIST CHURCH SCHOOL (Evarts)	0783
VICTORY CHRISTIAN ACADEMY (Campbellsville)	0382
VICTORY CHRISTIAN ACADEMY (Louisville)	1597
VICTORY CHRISTIAN ACADEMY (Paducah)	2107
VICTORY CHRISTIAN ACADEMY (Scottsville)	2379
VICTORY ROAD CHRISTIAN ACADEMY (Cumberland)	0615
VICTORY TECHNICAL HIGH SCHOOL (Morganfield)	1837
VILLA MADONNA ACADEMY	0585
WABACO CHRISTIAN ACADEMY	1120
WAGGENER HIGH SCHOOL	1587
WALDEN HIGH SCHOOL	1661
WALTON VERONA HIGH SCHOOL	2635
WARREN CENTRAL HIGH SCHOOL	0265
WARREN EAST HIGH SCHOOL	0290
WASHINGTON COUNTY HIGH SCHOOL	2485
WAYNE COUNTY HIGH SCHOOL	1845
WEBSTER COUNTY HIGH SCHOOL	0673
WEST CARTER HIGH SCHOOL	2020
WEST JESSAMINE HIGH SCHOOL (was: JESSAMINE COUNTY H.S.)	1985
WEST KENTUCKY STATE VOCATIONAL TECH	2108
WESTERN MATH/SCIENCE HIGH SCHOOL	1598
WESTERN HILLS HIGH SCHOOL	0911
WESTPORT TAPP HIGH SCHOOL	1636
WHITEFIELD ACADEMY (was HIGHVIEW BAPTIST SCHOOL)	1537
WHITLEY COUNTY HIGH SCHOOL	2718
WHITNEY YOUNG JOB CORPS CENTER	2427
WILLIAMSBURG HIGH SCHOOL	2715
WILLIAMSTOWN HIGH SCHOOL	2725
WINCHESTER CHRISTIAN ACADEMY	2752
WOLFE COUNTY HIGH SCHOOL	0390
<del>WOODBRIEGE ACADEMY</del>	<del>1413</del>
WOODFORD COUNTY HIGH SCHOOL	2602
OTHER ADAIR COUNTY HIGH SCHOOL	A001
OTHER ALLEN COUNTY HIGH SCHOOL	A002
OTHER ANDERSON COUNTY HIGH SCHOOL	A003
OTHER BALLARD COUNTY HIGH SCHOOL	A004
OTHER BARREN COUNTY HIGH SCHOOL	A005
OTHER BATH COUNTY HIGH SCHOOL	A006
OTHER BELL COUNTY HIGH SCHOOL	A007
OTHER BOONE COUNTY HIGH SCHOOL	A008
OTHER BOURBON COUNTY HIGH SCHOOL	A009
OTHER BOYD COUNTY HIGH SCHOOL	A010
OTHER BOYLE COUNTY HIGH SCHOOL	A011
OTHER BRACKEN COUNTY HIGH SCHOOL	A012
OTHER BREATHITT COUNTY HIGH SCHOOL	A013
OTHER BRECKINRIDGE COUNTY HIGH SCHOOL	A014
OTHER BULLITT COUNTY HIGH SCHOOL	A015

**TABLE 13-A**  
**HIGH SCHOOL CODES - ALPHABETICAL ORDER**

<b><u>High School Name</u></b>	<b><u>Code</u></b>
OTHER BUTLER COUNTY HIGH SCHOOL	A016
OTHER CALDWELL COUNTY HIGH SCHOOL	A017
OTHER CALLOWAY COUNTY HIGH SCHOOL	A018
OTHER CAMPBELL COUNTY HIGH SCHOOL	A019
OTHER CARLISLE COUNTY HIGH SCHOOL	A020
OTHER CARROLL COUNTY HIGH SCHOOL	A021
OTHER CARTER COUNTY HIGH SCHOOL	A022
OTHER CASEY COUNTY HIGH SCHOOL	A023
OTHER CHRISTIAN COUNTY HIGH SCHOOL	A024
OTHER CLARK COUNTY HIGH SCHOOL	A025
OTHER CLAY COUNTY HIGH SCHOOL	A026
OTHER CLINTON COUNTY HIGH SCHOOL	A027
OTHER CRITTENDEN COUNTY HIGH SCHOOL	A028
OTHER CUMBERLAND COUNTY HIGH SCHOOL	A029
OTHER DAVIESS COUNTY HIGH SCHOOL	A030
OTHER EDMONSON COUNTY HIGH SCHOOL	A031
OTHER ELLIOTT COUNTY HIGH SCHOOL	A032
OTHER ESTILL COUNTY HIGH SCHOOL	A033
OTHER FAYETTE COUNTY HIGH SCHOOL	A034
OTHER FLEMING COUNTY HIGH SCHOOL	A035
OTHER FLOYD COUNTY HIGH SCHOOL	A036
OTHER FRANKLIN COUNTY HIGH SCHOOL	A037
OTHER FULTON COUNTY HIGH SCHOOL	A038
OTHER GALLATIN COUNTY HIGH SCHOOL	A039
OTHER GARRARD COUNTY HIGH SCHOOL	A040
OTHER GRANT COUNTY HIGH SCHOOL	A041
OTHER GRAVES COUNTY HIGH SCHOOL	A042
OTHER GRAYSON COUNTY HIGH SCHOOL	A043
OTHER GREEN COUNTY HIGH SCHOOL	A044
OTHER GREENUP COUNTY HIGH SCHOOL	A045
OTHER HANCOCK COUNTY HIGH SCHOOL	A046
OTHER HARDIN COUNTY HIGH SCHOOL	A047
OTHER HARLAN COUNTY HIGH SCHOOL	A048
OTHER HARRISON COUNTY HIGH SCHOOL	A049
OTHER HART COUNTY HIGH SCHOOL	A050
OTHER HENDERSON COUNTY HIGH SCHOOL	A051
OTHER HENRY COUNTY HIGH SCHOOL	A052
OTHER HICKMAN COUNTY HIGH SCHOOL	A053
OTHER HOPKINS COUNTY HIGH SCHOOL	A054
OTHER JACKSON COUNTY HIGH SCHOOL	A055
OTHER JEFFERSON COUNTY HIGH SCHOOL	A056
OTHER JESSAMINE COUNTY HIGH SCHOOL	A057
OTHER JOHNSON COUNTY HIGH SCHOOL	A058
OTHER KENTON COUNTY HIGH SCHOOL	A059
OTHER KNOTT COUNTY HIGH SCHOOL	A060
OTHER KNOX COUNTY HIGH SCHOOL	A061
OTHER LARUE COUNTY HIGH SCHOOL	A062
OTHER LAUREL COUNTY HIGH SCHOOL	A063
OTHER LAWRENCE COUNTY HIGH SCHOOL	A064

**TABLE 13-A**  
**HIGH SCHOOL CODES - ALPHABETICAL ORDER**

<b><u>High School Name</u></b>	<b><u>Code</u></b>
OTHER LEE COUNTY HIGH SCHOOL	A065
OTHER LESLIE COUNTY HIGH SCHOOL	A066
OTHER LETCHER COUNTY HIGH SCHOOL	A067
OTHER LEWIS COUNTY HIGH SCHOOL	A068
OTHER LINCOLN COUNTY HIGH SCHOOL	A069
OTHER LIVINGSTON COUNTY HIGH SCHOOL	A070
OTHER LOGAN COUNTY HIGH SCHOOL	A071
OTHER LYON COUNTY HIGH SCHOOL	A072
OTHER MCCracken COUNTY HIGH SCHOOL	A073
OTHER MCCREARY COUNTY HIGH SCHOOL	A074
OTHER MCLEAN COUNTY HIGH SCHOOL	A075
OTHER MADISON COUNTY HIGH SCHOOL	A076
OTHER MAGOFFIN COUNTY HIGH SCHOOL	A077
OTHER MARION COUNTY HIGH SCHOOL	A078
OTHER MARSHALL COUNTY HIGH SCHOOL	A079
OTHER MARTIN COUNTY HIGH SCHOOL	A080
OTHER MASON COUNTY HIGH SCHOOL	A081
OTHER MEADE COUNTY HIGH SCHOOL	A082
OTHER MENIFEE COUNTY HIGH SCHOOL	A083
OTHER MERCER COUNTY HIGH SCHOOL	A084
OTHER METCALFE COUNTY HIGH SCHOOL	A085
OTHER MONROE COUNTY HIGH SCHOOL	A086
OTHER MONTGOMERY COUNTY HIGH SCHOOL	A087
OTHER MORGAN COUNTY HIGH SCHOOL	A088
OTHER MUHLENBERG COUNTY HIGH SCHOOL	A089
OTHER NELSON COUNTY HIGH SCHOOL	A090
OTHER NICHOLAS COUNTY HIGH SCHOOL	A091
OTHER OHIO COUNTY HIGH SCHOOL	A092
OTHER OLDHAM COUNTY HIGH SCHOOL	A093
OTHER OWEN COUNTY HIGH SCHOOL	A094
OTHER OWSLEY COUNTY HIGH SCHOOL	A095
OTHER PENDLETON COUNTY HIGH SCHOOL	A096
OTHER PERRY COUNTY HIGH SCHOOL	A097
OTHER PIKE COUNTY HIGH SCHOOL	A098
OTHER POWELL COUNTY HIGH SCHOOL	A099
OTHER PULASKI COUNTY HIGH SCHOOL	A100
OTHER ROBERTSON COUNTY HIGH SCHOOL	A101
OTHER ROCKCASTLE COUNTY HIGH SCHOOL	A102
OTHER ROWAN COUNTY HIGH SCHOOL	A103
OTHER RUSSELL COUNTY HIGH SCHOOL	A104
OTHER SCOTT COUNTY HIGH SCHOOL	A105
OTHER SHELBY COUNTY HIGH SCHOOL	A106
OTHER SIMPSON COUNTY HIGH SCHOOL	A107
OTHER SPENCER COUNTY HIGH SCHOOL	A108
OTHER TAYLOR COUNTY HIGH SCHOOL	A109
OTHER TODD COUNTY HIGH SCHOOL	A110
OTHER TRIGG COUNTY HIGH SCHOOL	A111
OTHER TRIMBLE COUNTY HIGH SCHOOL	A112
OTHER UNION COUNTY HIGH SCHOOL	A113

**TABLE 13-A**  
**HIGH SCHOOL CODES - ALPHABETICAL ORDER**

<b><u>High School Name</u></b>	<b><u>Code</u></b>
OTHER WARREN COUNTY HIGH SCHOOL	A114
OTHER WASHINGTON COUNTY HIGH SCHOOL	A115
OTHER WAYNE COUNTY HIGH SCHOOL	A116
OTHER WEBSTER COUNTY HIGH SCHOOL	A117
OTHER WHITLEY COUNTY HIGH SCHOOL	A118
OTHER WOLFE COUNTY HIGH SCHOOL	A119
OTHER WOODFORD COUNTY HIGH SCHOOL	A120
GED CERTIFICATE	A121
NON-HIGH SCHOOL GRADUATE OR NON-GED	A122
HOME SCHOOLED	A123
OUT-OF-STATE HIGH SCHOOL	A200

**TABLE 13-B**  
**HIGH SCHOOL CODES - NUMERICAL ORDER**

<b><u>Code</u></b>	<b><u>High School Name</u></b> <b>Updated August 2008</b>
0001	LOGAN COUNTY HIGH SCHOOL
0005	CLINTON COUNTY HIGH SCHOOL
0010	CAMPBELL COUNTY HIGH SCHOOL
0015	BISHOP BROSSART HIGH SCHOOL
0033	OLD UNION SCHOOL (Bowling Green)
0060	BOYD COUNTY HIGH SCHOOL
0063	FAIRVIEW HIGH SCHOOL
0070	PAUL G BLAZER SR HIGH SCHOOL
0071	ROSE HILL CHRISTIAN HIGH SCHOOL
0072	RAMEY-ESTEP HIGH SCHOOL (Ashland)
0085	AUGUSTA HIGH SCHOOL
0105	BARBOURVILLE HIGH SCHOOL
0110	KNOX CENTRAL HIGH SCHOOL
0120	BETHLEHEM HIGH SCHOOL
0130	BARDSTOWN HIGH SCHOOL
0133	NELSON COUNTY HIGH SCHOOL
0134	NELSON COUNTY BAPTIST CHURCH SCHOOL
0136	OUR LADY OF THE ROSARY SCHOOL
0145	CARLISLE COUNTY HIGH SCHOOL
0150	BALLARD MEMORIAL HIGH SCHOOL
0153	GRACE BAPTIST ACADEMY (Beattyville)
0155	LEE COUNTY HIGH SCHOOL
0165	TRIMBLE COUNTY HIGH SCHOOL
0175	BELFRY HIGH SCHOOL
0180	BELLEVUE HIGH SCHOOL
0198	CHRISTIAN FELLOWSHIP SCHOOL (Benton)
0200	MARSHALL COUNTY HIGH SCHOOL
0205	BEREA HIGH SCHOOL
0211	MADISON SOUTHERN HIGH SCHOOL
0215	BETSY LAYNE HIGH SCHOOL
0220	RED BIRD MISSION HIGH SCHOOL
0240	OWSLEY COUNTY HIGH SCHOOL
0243	ANCHORED CHRISTIAN SCHOOL (Bowling Green)
0247	BOWLING GREEN HIGH SCHOOL
0248	BOWLING GREEN CHRISTIAN ACADEMY
0254	GREENWOOD HIGH SCHOOL
0258	LIGHTHOUSE ACADEMY (Bowling Green)
0265	WARREN CENTRAL HIGH SCHOOL
0270	BRANDENBURG HIGH SCHOOL
0275	MEADE COUNTY HIGH SCHOOL
0290	WARREN EAST HIGH SCHOOL
<u>0296</u>	<u>GATTON ACADEMY OF MATH-SCIENCE</u>
0297	PLEASANT VIEW CHRISTIAN SCHOOL (Bromley)
0300	BRACKEN COUNTY HIGH SCHOOL
0310	EDMONSON COUNTY HIGH SCHOOL
0315	BUCKHORN HIGH SCHOOL
0316	BUCKHORN CHILDREN'S CENTER
0321	BUCKNER ALTERNATIVE HIGH SCHOOL

**TABLE 13-B**  
**HIGH SCHOOL CODES - NUMERICAL ORDER**

<b><u>Code</u></b>	<b><u>High School Name</u></b>
0325	BURGIN HIGH SCHOOL
0329	TRINITY CHRISTIAN ACADEMY (Burlington)
0330	CUMBERLAND COUNTY HIGH SCHOOL
0331	CUMBERLAND CHRISTIAN ACADEMY
0333	LIVINGSTON CENTRAL HIGH SCHOOL
0337	JORDAN CHRISTIAN ACADEMY (Burnside)
0345	TRIGG COUNTY HIGH SCHOOL
0350	MCLEAN COUNTY HIGH SCHOOL
0369	CAMPBELLSVILLE CHRISTIAN ACADEMY
0370	CAMPBELLSVILLE HIGH SCHOOL
0380	TAYLOR COUNTY HIGH SCHOOL
0382	VICTORY CHRISTIAN ACADEMY (Campbellsville)
0390	WOLFE COUNTY HIGH SCHOOL
0405	NICHOLAS COUNTY HIGH SCHOOL
0420	CARROLL COUNTY HIGH SCHOOL
0421	CHRISTIAN ACADEMY (Carrollton)
0445	CALVARY CHRISTIAN SCHOOL, INC. (Catlettsburg)
0446	CATLETTSBURG CHRISTIAN ACADEMY
0455	MUHLENBERG NORTH HIGH SCHOOL
0485	HICKMAN COUNTY HIGH SCHOOL
0495	FREDERICK FRAIZE HIGH SCHOOL
0500	ADAIR COUNTY HIGH SCHOOL
0501	NEW LIFE CHRISTIAN SCHOOL (Columbia)
0503	CORBIN HIGH SCHOOL
0504	CORBIN CHRISTIAN ACADEMY
0505	ADAIR YOUTH DEVELOPMENT CENTER
0509	CORNERSTONE CHRISTIAN ACADEMY (Corbin)
0510	LYNN CAMP HIGH SCHOOL
0530	BEECHWOOD HIGH SCHOOL
0533	CALVARY CHRISTIAN SCHOOL (Covington)
0535	COVINGTON CATHOLIC HIGH SCHOOL
0540	COVINGTON LATIN SCHOOL
0545	DIXIE HEIGHTS HIGH SCHOOL
0550	HOLMES HIGH SCHOOL
0555	HOLY CROSS HIGH SCHOOL (Covington)
0575	NOTRE DAME ACADEMY
0576	SCOTT HIGH SCHOOL (Covington)
0585	VILLA MADONNA ACADEMY
0593	SOUTH OLDHAM HIGH SCHOOL
0600	NORTHERN KENTUCKY YOUTH DEVELOPMENT CENTER
0610	CUMBERLAND HIGH SCHOOL
0615	VICTORY ROAD CHRISTIAN ACADEMY (Cumberland)
0627	CYNTHIANA CHRISTIAN ACADEMY
0628	FAITH CHRISTIAN SCHOOL (Cynthiana)
0630	HARRISON COUNTY HIGH SCHOOL
0643	BOYLE COUNTY HIGH SCHOOL
0645	DANVILLE HIGH SCHOOL
0650	KENTUCKY SCHOOL FOR DEAF
0654	THE DAVID SCHOOL
0660	DAWSON SPRINGS HIGH SCHOOL

**TABLE 13-B**  
**HIGH SCHOOL CODES - NUMERICAL ORDER**

<b><u>Code</u></b>	<b><u>High School Name</u></b>
0665	DAYTON HIGH SCHOOL
0673	WEBSTER COUNTY HIGH SCHOOL
0675	SHELBY VALLEY HIGH SCHOOL
0690	GRANT COUNTY HIGH SCHOOL
0723	ALLEN CENTRAL HIGH SCHOOL
0724	ACADEMY FOR INDIVIDUAL EXCELLENCE
0725	METCALFE COUNTY HIGH SCHOOL
0740	ELIZABETHTOWN SENIOR HIGH SCHOOL
0743	JOHN HARDIN HIGH SCHOOL (Elizabethtown)
0750	TODD COUNTY CENTRAL HIGH SCHOOL
0760	EMINENCE HIGH SCHOOL
0765	LLOYD MEMORIAL HIGH SCHOOL
0770	ST HENRY HIGH SCHOOL
0780	EVARTS HIGH SCHOOL
0783	VICTORY BAPTIST CHURCH SCHOOL (Evarts)
0786	SOUTH PARK TAPP SCHOOL (Fairdale)
0788	FAIRDALE HIGH SCHOOL
0789	GLENWOOD CHRISTIAN ACADEMY
0792	CHAPEL PRAISE CHRISTIAN ACADEMY (Falmouth)
0793	PENDLETON COUNTY HIGH SCHOOL
0813	NORTHERN KENTUCKY CHRISTIAN SCHOOL
0815	FERN CREEK HIGH SCHOOL
0830	FLEMING COUNTY HIGH SCHOOL
0835	BOONE COUNTY HIGH SCHOOL
0837	HERITAGE ACADEMY
0841	SUGAR GROVE CHRISTIAN ACADEMY
0845	FT CAMPBELL HIGH SCHOOL
0850	FT KNOX HIGH SCHOOL
0855	HIGHLANDS HIGH SCHOOL
0864	FRANKFORT CHRISTIAN ACADEMY
0874	FONDE CHRISTIAN ACADEMY
0888	FRANKFORT HIGH SCHOOL
0890	FRANKLIN COUNTY HIGH SCHOOL
0894	KENTUCKY VIRTUAL HIGH SCHOOL
0904	MILLVILLE BAPTIST ACADEMY
0911	WESTERN HILLS HIGH SCHOOL
0914	FAITH BAPTIST ACADEMY (Franklin)
0915	FRANKLIN SIMPSON HIGH SCHOOL
0935	MENIFEE COUNTY HIGH SCHOOL
0940	FULTON CITY HIGH SCHOOL
0951	NORTH OLDHAM HIGH SCHOOL
0975	SCOTT COUNTY SENIOR HIGH SCHOOL
0979	GLASGOW CHRISTIAN ACADEMY
0980	GLASGOW HIGH SCHOOL
0990	BARREN COUNTY HIGH SCHOOL
0991	BARREN ACAD FOR VIRTUAL AND EXPANDED LEARNING
0994	CALVARY MISSION CHRISTIAN ACADEMY (Glendale)
0995	CENTRAL HARDIN HIGH SCHOOL
1015	EAST CARTER COUNTY HIGH SCHOOL
1020	GREEN COUNTY HIGH SCHOOL

**TABLE 13-B**  
**HIGH SCHOOL CODES - NUMERICAL ORDER**

<b><u>Code</u></b>	<b><u>High School Name</u></b>
1025	GREENUP COUNTY HIGH SCHOOL
1050	BRECKINRIDGE COUNTY HIGH SCHOOL
1065	HARLAN HIGH SCHOOL
1067	JAMES A CAWOOD HIGH SCHOOL
1074	CENTRAL KENTUCKY CHRISTIAN SCHOOL
1080	MERCER COUNTY HIGH SCHOOL
1090	OHIO COUNTY HIGH SCHOOL
1102	LIBERTY CHRISTIAN SCHOOL
1103	CORDIA HIGH SCHOOL
1104	HAZARD CHRISTIAN ACADEMY
1105	HAZARD HIGH SCHOOL
1115	PERRY COUNTY CENTRAL HIGH SCHOOL
1120	WABACO CHRISTIAN ACADEMY
1128	CONNER SENIOR HIGH SCHOOL
1140	HENDERSON COUNTY SENIOR HIGH SCHOOL
1141	HAVEN CHRISTIAN ACADEMY
1142	CHRISTIAN LIFE EDUCATION CENTER (Henderson)
1160	FULTON COUNTY HIGH SCHOOL
1175	BETHEL CHRISTIAN ACADEMY (Hindman)
1176	PEARL COMBS LEARNING CENTER (Hindman)
1180	KNOTT COUNTY CENTRAL HIGH SCHOOL
1199	FAITH CHRISTIAN ACADEMY (Hodgenville)
1200	LARUE COUNTY HIGH SCHOOL
1201	LARUE BAPTIST SCHOOL
1207	CHRISTIAN COUNTY HIGH SCHOOL
1209	HERITAGE CHRISTIAN ACADEMY (Hopkinsville)
1210	HOPKINSVILLE HIGH SCHOOL
1211	UNIVERSITY HEIGHTS ACADEMY
1216	LIFE TABERNACLE CHRISTIAN SCHOOL
1235	CAVERNA SENIOR HIGH SCHOOL
1250	LESLIE COUNTY HIGH SCHOOL
1253	COMMUNITY CHRISTIAN ACADEMY (Independence)
1255	SIMON KENTON HIGH SCHOOL
1260	SHELDON CLARK HIGH SCHOOL
1265	ESTILL COUNTY HIGH SCHOOL
1268	HARG BAPTIST ACADEMY
1272	KNOB LICK BAPTIST ACADEMY
1280	BREATHITT COUNTY HIGH SCHOOL
1285	JACKSON HIGH SCHOOL
1287	OAKDALE CHRISTIAN HIGH SCHOOL (Jackson)
1289	ROWENA CHRISTIAN ACADEMY (Jamestown)
1290	PERRY COUNTY CENTRAL ALTERNATE HIGH SCHOOL
1292	JEFFERSONTOWN HIGH SCHOOL
1294	FAITH CHRISTIAN ACADEMY (Jeffersonville)
1300	JENKINS HIGH SCHOOL
1315	LYON COUNTY HIGH SCHOOL
1320	OLDHAM COUNTY SENIOR HIGH SCHOOL
1330	GARRARD COUNTY HIGH SCHOOL
1331	FELLOWSHIP CHRISTIAN ACADEMY (Lancaster)
1350	ANDERSON COUNTY HIGH SCHOOL

**TABLE 13-B**  
**HIGH SCHOOL CODES - NUMERICAL ORDER**

<b><u>Code</u></b>	<b><u>High School Name</u></b>
1352	CHRISTIAN ACADEMY OF LAWRENCEBURG
1355	MT CARMEL HIGH SCHOOL
1365	MARION COUNTY SENIOR HIGH SCHOOL
1384	LEBANON JUNCTION CHRISTIAN ACADEMY
1393	BETHEL CHRISTIAN SCHOOL (McDaniels)
1395	GRAYSON COUNTY HIGH SCHOOL
1410	HANCOCK COUNTY HIGH SCHOOL
1413	<del>WOODBIDGE ACADEMY</del>
1414	ASSEMBLY CHRISTIAN SCHOOL
1416	BLUE GRASS BAPTIST SCHOOL
1417	BRYAN STATION SENIOR HIGH SCHOOL
1418	CHARTER RIDGE HOSPITAL SCHOOL
1419	CLAYS MILL ROAD CHRISTIAN ACADEMY (Lexington)
1425	HENRY CLAY HIGH SCHOOL
1430	LAFAYETTE SENIOR HIGH SCHOOL
1433	PROVIDENCE HIGH SCHOOL (Lexington)
1435	LEXINGTON CATHOLIC HIGH SCHOOL
1437	LEXINGTON CHRISTIAN ACADEMY
1438	MARTIN LUTHUR KING, JR., ACADEMY FOR EXCELLENCE (Lexington)
1440	PAUL LAURENCE DUNBAR HIGH SCHOOL
1441	TRINITY CHRISTIAN ACADEMY (Lexington)
1443	SAYRE SCHOOL
1444	TATES CREEK SENIOR HIGH SCHOOL
1448	CASEY COUNTY HIGH SCHOOL
1449	GALILEAN CHRISTIAN ACADEMY
1451	EAST RIDGE HIGH SCHOOL
1460	CORNERSTONE CHRISTIAN SCHOOL (Lily)
1482	LONDON CHRISTIAN ACADEMY
1485	SOUTH LAUREL COUNTY HIGH SCHOOL
1486	NORTH LAUREL HIGH SCHOOL
1495	RIVERSIDE CHRISTIAN SCHOOL
1500	LAWRENCE COUNTY HIGH SCHOOL
1505	ACADEMY OF OUR LADY OF MERCY
1509	BALLARD HIGH SCHOOL
1510	ASSUMPTION HIGH SCHOOL
1511	HOLY CROSS HIGH SCHOOL (Louisville)
1512	BUTLER (SUDA EAST) HIGH SCHOOL
1513	BROWN SCHOOL
1514	BRECKINRIDGE METRO HIGH SCHOOL
1516	BETH HAVEN CHRISTIAN SCHOOL
1519	AUDUBON YOUTH DEVELOPMENT CENTER
1520	CENTRAL HIGH SCHOOL
1523	CHRISTIAN ACADEMY LOUISVILLE
1525	DUPONT MANUAL HIGH SCHOOL
1528	EVANGEL CHRISTIAN HIGH SCHOOL
1530	CHRIST IS KING SCHOOL
1533	HOLY ANGELS ACADEMY (Louisville)
1534	HARRY DOSS HIGH SCHOOL
1535	HOLY ROSARY ACADEMY

**TABLE 13-B**  
**HIGH SCHOOL CODES - NUMERICAL ORDER**

<b><u>Code</u></b>	<b><u>High School Name</u></b>
1537	WHITEFIELD ACADEMY (was: HIGHVIEW BAPTIST SCHOOL)
1540	TRINITY HIGH SCHOOL (Louisville)
1541	HIGHLANDS LATIN SCHOOL
1543	IROQUOIS HIGH SCHOOL
1545	ATHERTON (J M) HIGH SCHOOL
1546	JEFFERSON COUNTY HIGH SCHOOL
1547	ON FIRE CHRISTIAN ACADEMY (Louisville)
1550	LOUISVILLE DAY TREATMENT
<del>1551</del>	<del>RICE AUDUBON SCHOOL</del>
1555	KENTUCKY SCHOOL FOR BLIND
1558	LANDMARK CHRISTIAN ACADEMY (Louisville)
1559	LIBERTY HIGH SCHOOL (Louisville)
1570	LOUISVILLE COLLEGIATE SCHOOL
1572	MORE GRACE CHRISTIAN ACADEMY (Louisville)
1575	KENTUCKY COUNTRY DAY SCHOOL
1580	MALE HIGH SCHOOL
1581	MARY RYAN ACADEMY
1584	MOORE HIGH SCHOOL
1585	MARYHURST HIGH SCHOOL
1586	MICAH HIGH SCHOOL
1587	WAGGENER HIGH SCHOOL
1589	NORTHSIDE CHRISTIAN SCHOOL (Louisville)
1590	PORTLAND CHRISTIAN SCHOOL
1591	PITT ACADEMY
1595	PRESENTATION ACADEMY
1596	BUECHEL METROPOLITAN HIGH SCHOOL
1597	VICTORY CHRISTIAN ACADEMY (Louisville)
1598	WESTERN MATH/SCIENCE HIGH SCHOOL
1600	SACRED HEART ACADEMY
1602	DESALES HIGH SCHOOL
1603	PEACE ACADEMY
1604	ST FRANCIS HIGH SCHOOL
1606	ST JAMES ACADEMY
1607	ST JOHNS ACADEMY
1610	ST XAVIER HIGH SCHOOL
1612	SENECA HIGH SCHOOL
1615	SHAWNEE SENIOR HIGH SCHOOL
1620	SOUTHERN HIGH SCHOOL
<del>1634</del>	<del>FAMILIES FOR CHRIST CHRISTIAN ACADEMY (Louisville)</del>
1636	WESTPORT TAPP HIGH SCHOOL
1640	VALOR TRADITIONAL ACADEMY
1644	JEFFERSON COUNTY VIRTUAL SCHOOL
1645	LUDLOW HIGH SCHOOL
<u>1649</u>	<u>CHRISTIAN EDUCATION CONSORTIUM</u>
1661	WALDEN HIGH SCHOOL
1667	ACTS CHRISTIAN ACADEMY (Madisonville)
1669	GRACE BAPTIST SCHOOL (Madisonville)
1670	GRAPEVINE CHRISTIAN ACADEMY
1675	MADISONVILLE NORTH HOPKINS HIGH SCHOOL
1690	CLAY COUNTY HIGH SCHOOL

**TABLE 13-B**  
**HIGH SCHOOL CODES - NUMERICAL ORDER**

<b><u>Code</u></b>	<b><u>High School Name</u></b>
1692	MANCHESTER CHRISTIAN ACADEMY
1697	FRENCHBURG C C C
1700	CRITTENDEN COUNTY HIGH SCHOOL
<del>1702</del>	<del>MARION CHURCH OF GOD CHRISTIAN SCHOOL</del>
1719	OPPORTUNITIES UNLIMITED (Martin)
1720	PIARIST SCHOOL
1723	LARCAN ACADEMY (Whitley City)
1729	CHARLES SHEDD RESEARCH ACADEMY
1732	GATEWAY ACADEMY HIGH SCHOOL
1733	GRAVES COUNTY HIGH SCHOOL
1734	MAYFIELD CREEK CHRISTIAN ACADEMY
1735	MAYFIELD HIGH SCHOOL
1736	NORTHSIDE BAPTIST CHRISTIAN SCHOOL (Mayfield)
1737	NEW BEGINNING CHRISTIAN ACADEMY (Mayfield)
1755	MASON COUNTY HIGH SCHOOL
1765	ST PATRICK HIGH SCHOOL
1770	SOUTH FLOYD HIGH SCHOOL (Hihat)
1780	JACKSON COUNTY HIGH SCHOOL
<del>1781</del>	<del>PLEASANTVIEW BAPTIST SCHOOL (McQuady)</del>
1804	MIDDLESBORO CHRISTIAN ACADEMY
1805	MIDDLESBORO HIGH SCHOOL
1810	EASTERN HIGH SCHOOL
1826	NEW HOPE CHRISTIAN ACADEMY (Midway)
1837	VICTORY TECHNICAL HIGH SCHOOL (Morganfield)
1840	MONTICELLO HIGH SCHOOL
1845	WAYNE COUNTY HIGH SCHOOL
1851	LAKESIDE CHRISTIAN ACADEMY (Morehead)
1854	ROWAN COUNTY CHRISTIAN ACADEMY
1855	ROWAN COUNTY HIGH SCHOOL
1856	CARVE ROCK CHRISTIAN ACADEMY (Morgantown)
1870	UNION COUNTY HIGH SCHOOL
1873	BELMONT CHRISTIAN ACADEMY
1875	BUTLER COUNTY HIGH SCHOOL
1877	OAK RIDGE CHRISTIAN ACADEMY
1885	DEMING HIGH SCHOOL
1896	FELLOWSHIP CHRISTIAN ACADEMY (Mt. Sterling)
1900	MONTGOMERY COUNTY HIGH SCHOOL
1910	ROCKCASTLE COUNTY HIGH SCHOOL
1914	BULLITT EAST HIGH SCHOOL
1920	HART COUNTY HIGH SCHOOL
1923	CALLOWAY COUNTY HIGH SCHOOL
1926	EASTWOOD CHRISTIAN ACADEMY (Murray)
1935	MURRAY HIGH SCHOOL
1941	NEW HOPE ACADEMY INC
1952	HOPKINS COUNTY CENTRAL HIGH SCHOOL (was: WEST HOPKINS HIGH SCHOOL)
1955	HENRY COUNTY HIGH SCHOOL
1967	ST ROSE SCHOOL
1972	NEWPORT ALTERNATE HIGH SCHOOL
1973	NEWPORT CENTRAL CATHOLIC HIGH SCHOOL

**TABLE 13-B**  
**HIGH SCHOOL CODES - NUMERICAL ORDER**

<b><u>Code</u></b>	<b><u>High School Name</u></b>
1975	NEWPORT HIGH SCHOOL
1979	NORTHERN KENTUCKY LEARNING ACADEMY
1982	EAST JESSAMINE HIGH SCHOOL
1985	WEST JESSAMINE HIGH SCHOOL (was: JESSAMINE COUNTY HIGH SCHOOL)
1987	TABERNACLE CHRISTIAN ACADEMY (Nicholasville)
1989	JESSAMINE CAREER-TECH CENTER
2020	WEST CARTER HIGH SCHOOL
2030	ONEIDA BAPTIST INSTITUTE
2033	APOLLO HIGH SCHOOL
2037	VALLEY SCHOOL (Owensboro)
2040	DAVIESS COUNTY HIGH SCHOOL
2045	OWENSBORO CATHOLIC HIGH SCHOOL
2046	OWENSBORO CHRISTIAN ACADEMY
2048	OWENSBORO SENIOR HIGH SCHOOL
2049	<u>MAJESTY ACADEMY INC (Owensboro)</u>
2060	LIGHTHOUSE CHRISTIAN ACADEMY (Owensboro)
2061	COLLEGIATE HIGH SCHOOL AT OWENSBORO CTC
2063	TRIPLETT SCHOOL (Owensboro)
2065	OWEN COUNTY HIGH SCHOOL
2070	BATH COUNTY HIGH SCHOOL
2072	BETHEL CHRISTIAN SCHOOL (Paducah)
2073	COMMUNITY CHRISTIAN ACADEMY (Paducah)
2080	LONE OAK HIGH SCHOOL
2085	PADUCAH TILGHMAN HIGH SCHOOL
2090	REIDLAND HIGH SCHOOL
2105	ST MARY HIGH SCHOOL
2107	VICTORY CHRISTIAN ACADEMY (Paducah)
2108	WEST KENTUCKY STATE VOCATIONAL TECH
2111	JOHNSON CENTRAL HIGH SCHOOL
2113	MAYO STATE VOCATIONAL/TECHNICAL SCHOOL
2115	PAINTSVILLE HIGH SCHOOL
2125	BOURBON COUNTY HIGH SCHOOL
2130	PARIS HIGH SCHOOL
2160	PHELPS HIGH SCHOOL
2163	CHRIST CTRL TRAINING SCHOOL AND ACADEMY
2170	PIKE COUNTY CENTRAL HIGH SCHOOL
2185	PIKEVILLE HIGH SCHOOL
2195	BELL COUNTY HIGH SCHOOL
2200	PINEVILLE HIGH SCHOOL
2209	JUNE BUCHANAN SCHOOL
2218	PLEASURE RIDGE PARK HIGH SCHOOL
2230	MUHLENBERG SOUTH HIGH SCHOOL
2235	PRESTONSBURG HIGH SCHOOL
2245	CALDWELL COUNTY SENIOR HIGH SCHOOL
2249	<u>LOUISVILLE CLASSICAL ACADEMY</u>
2255	PROVIDENCE HIGH SCHOOL (Providence)
2265	RACELAND-WORTHINGTON HIGH SCHOOL
2266	NORTH HARDIN CHRISTIAN SCHOOL (Radcliff) (was: FELLOWSHIP CHRISTIAN ACADEMY)

**TABLE 13-B**  
**HIGH SCHOOL CODES - NUMERICAL ORDER**

<b><u>Code</u></b>	<b><u>High School Name</u></b>
2267	HARDIN CHRISTIAN ACADEMY
2274	OPEN DOOR CHRISTIAN ACADEMY (Paducah)
2276	HARVEST CHRISTIAN ACADEMY (Richmond)
2278	MADISON CENTRAL HIGH SCHOOL
2280	MODEL LABORATORY SCHOOL
2281	MADISON CHRISTIAN ACADEMY INC
2282	BLUEGRASS CHRISTIAN SCHOOL (Richmond)
2290	ROCKHOLDS OPPORTUNITY CENTER
2305	RUSSELL HIGH SCHOOL
2310	RUSSELL COUNTY HIGH SCHOOL
2313	FAITH CHRISTIAN SCHOOL (Russellville)
2315	RUSSELLVILLE HIGH SCHOOL
2338	LIVING WORD CHRISTIAN SCHOOL (St. Charles)
2368	MAGOFFIN COUNTY HIGH SCHOOL
2370	ELLIOTT COUNTY HIGH SCHOOL
2372	INFINITE POSSIBILITIES CHRISTIAN SCH. (Sandy Hook)
2379	VICTORY CHRISTIAN ACADEMY (Scottsville)
2380	ALLEN COUNTY SCOTTSVILLE HIGH
2402	CORNERSTONE CHRISTIAN ACAD (was LIVING WATERS)
2407	SHELBY COUNTY HIGH SCHOOL
2409	BULLITT CO. ADULT LEARNING CENTER (Shepherdsville)
2410	BULLITT CENTRAL HIGH SCHOOL
2412	NORTH BULLITT HIGH SCHOOL
2413	RIVERVIEW HIGH SCHOOL (Shepherdsville)
2414	ROLLING HILLS CHRISTIAN HIGH SCHOOL
2420	SILVER GROVE HIGH SCHOOL
2425	CORPUS CHRISTI HIGH SCHOOL (Simpsonville)
2427	WHITNEY YOUNG JOB CORPS CENTER
2444	LEDBETTER CHRISTIAN ACADEMY
2455	PULASKI COUNTY HIGH SCHOOL
2456	PULASKI CENTRAL ALTERNATIVE SCHOOL
2457	PULASKI COUNTY DAY TREATMENT
2458	SALINE CHRISTIAN ACADEMY
2460	SOMERSET HIGH SCHOOL
2462	SOUTHWESTERN HIGH SCHOOL
2463	<del>TEMPLE CHRISTIAN</del> <u>HOPE RANCH</u> ACADEMY (Somerset)
2464	SOMERSET CHRISTIAN SCHOOL (West Somerset)
2465	TABERNACLE CHRISTIAN ACADEMY (Somerset)
2479	HARVEST CHRISTIAN ACADEMY (South Portsmouth)
2485	WASHINGTON COUNTY HIGH SCHOOL
2491	FORT LOGAN HIGH SCHOOL
2495	LINCOLN COUNTY HIGH SCHOOL
2497	REDEMPTION ROAD CHRISTIAN ACADEMY (Stanford)
2500	POWELL COUNTY HIGH SCHOOL
2511	STURGIS CHRISTIAN SCHOOL
2535	SPENCER COUNTY HIGH SCHOOL
2542	TOLLESBORO JR SR HIGH SCHOOL
2545	MONROE COUNTY HIGH SCHOOL
2560	LARRY RYLE HIGH SCHOOL
2561	<u>RANDALL K COOPER HIGH SCHOOL (Union)</u>

**TABLE 13-B**  
**HIGH SCHOOL CODES - NUMERICAL ORDER**

<b><u>Code</u></b>	<b><u>High School Name</u></b>
2565	BEACON CENTRAL ALTERNATIVE SCHOOL (Utica)
2575	VALLEY HIGH SCHOOL
2580	LEWIS COUNTY HIGH SCHOOL
2584	DAVID L. BROWN CHRISTO-CENTRIC
2602	WOODFORD COUNTY HIGH SCHOOL
2610	NORTH HARDIN HIGH SCHOOL
2635	WALTON VERONA HIGH SCHOOL
2645	GALLATIN COUNTY HIGH SCHOOL
2647	PENTECOSTAL CHRISTIAN ACADEMY (Water Valley)
2665	MORGAN COUNTY HIGH SCHOOL
2670	HEATH HIGH SCHOOL
2694	LETCHER COUNTY CENTRAL HIGH SCHOOL
2700	TRINITY HIGH SCHOOL (Whitesville)
2702	SOUTH FORK CHRISTIAN ACADEMY (Whitley City)
2703	BEULAH MOUNTAIN CHRISTIAN ACADEMY
2704	MCCREARY CHRISTIAN ACADEMY
2705	MCCREARY CENTRAL HIGH SCHOOL
2715	WILLIAMSBURG HIGH SCHOOL
2718	WHITLEY COUNTY HIGH SCHOOL
2725	WILLIAMSTOWN HIGH SCHOOL
2735	CLARK COUNTY CHRISTIAN SCHOOL
2740	GEORGE ROGERS CLARK HIGH SCHOOL
2744	LANDMARK BAPTIST ACADEMY (Winchester)
2752	WINCHESTER CHRISTIAN ACADEMY
A001	OTHER ADAIR COUNTY HIGH SCHOOL
A002	OTHER ALLEN COUNTY HIGH SCHOOL
A003	OTHER ANDERSON COUNTY HIGH SCHOOL
A004	OTHER BALLARD COUNTY HIGH SCHOOL
A005	OTHER BARREN COUNTY HIGH SCHOOL
A006	OTHER BATH COUNTY HIGH SCHOOL
A007	OTHER BELL COUNTY HIGH SCHOOL
A008	OTHER BOONE COUNTY HIGH SCHOOL
A009	OTHER BOURBON COUNTY HIGH SCHOOL
A010	OTHER BOYD COUNTY HIGH SCHOOL
A011	OTHER BOYLE COUNTY HIGH SCHOOL
A012	OTHER BRACKEN COUNTY HIGH SCHOOL
A013	OTHER BREATHITT COUNTY HIGH SCHOOL
A014	OTHER BRECKINRIDGE COUNTY HIGH SCHOOL
A015	OTHER BULLITT COUNTY HIGH SCHOOL
A016	OTHER BUTLER COUNTY HIGH SCHOOL
A017	OTHER CALDWELL COUNTY HIGH SCHOOL
A018	OTHER CALLOWAY COUNTY HIGH SCHOOL
A019	OTHER CAMPBELL COUNTY HIGH SCHOOL
A020	OTHER CARLISLE COUNTY HIGH SCHOOL
A021	OTHER CARROLL COUNTY HIGH SCHOOL
A022	OTHER CARTER COUNTY HIGH SCHOOL
A023	OTHER CASEY COUNTY HIGH SCHOOL
A024	OTHER CHRISTIAN COUNTY HIGH SCHOOL
A025	OTHER CLARK COUNTY HIGH SCHOOL
A026	OTHER CLAY COUNTY HIGH SCHOOL

**TABLE 13-B**  
**HIGH SCHOOL CODES - NUMERICAL ORDER**

<b><u>Code</u></b>	<b><u>High School Name</u></b>
A027	OTHER CLINTON COUNTY HIGH SCHOOL
A028	OTHER CRITTENDEN COUNTY HIGH SCHOOL
A029	OTHER CUMBERLAND COUNTY HIGH SCHOOL
A030	OTHER DAVIESS COUNTY HIGH SCHOOL
A031	OTHER EDMONSON COUNTY HIGH SCHOOL
A032	OTHER ELLIOTT COUNTY HIGH SCHOOL
A033	OTHER ESTILL COUNTY HIGH SCHOOL
A034	OTHER FAYETTE COUNTY HIGH SCHOOL
A035	OTHER FLEMING COUNTY HIGH SCHOOL
A036	OTHER FLOYD COUNTY HIGH SCHOOL
A037	OTHER FRANKLIN COUNTY HIGH SCHOOL
A038	OTHER FULTON COUNTY HIGH SCHOOL
A039	OTHER GALLATIN COUNTY HIGH SCHOOL
A040	OTHER GARRARD COUNTY HIGH SCHOOL
A041	OTHER GRANT COUNTY HIGH SCHOOL
A042	OTHER GRAVES COUNTY HIGH SCHOOL
A043	OTHER GRAYSON COUNTY HIGH SCHOOL
A044	OTHER GREEN COUNTY HIGH SCHOOL
A045	OTHER GREENUP COUNTY HIGH SCHOOL
A046	OTHER HANCOCK COUNTY HIGH SCHOOL
A047	OTHER HARDIN COUNTY HIGH SCHOOL
A048	OTHER HARLAN COUNTY HIGH SCHOOL
A049	OTHER HARRISON COUNTY HIGH SCHOOL
A050	OTHER HART COUNTY HIGH SCHOOL
A051	OTHER HENDERSON COUNTY HIGH SCHOOL
A052	OTHER HENRY COUNTY HIGH SCHOOL
A053	OTHER HICKMAN COUNTY HIGH SCHOOL
A054	OTHER HOPKINS COUNTY HIGH SCHOOL
A055	OTHER JACKSON COUNTY HIGH SCHOOL
A056	OTHER JEFFERSON COUNTY HIGH SCHOOL
A057	OTHER JESSAMINE COUNTY HIGH SCHOOL
A058	OTHER JOHNSON COUNTY HIGH SCHOOL
A059	OTHER KENTON COUNTY HIGH SCHOOL
A060	OTHER KNOTT COUNTY HIGH SCHOOL
A061	OTHER KNOX COUNTY HIGH SCHOOL
A062	OTHER LARUE COUNTY HIGH SCHOOL
A063	OTHER LAUREL COUNTY HIGH SCHOOL
A064	OTHER LAWRENCE COUNTY HIGH SCHOOL
A065	OTHER LEE COUNTY HIGH SCHOOL
A066	OTHER LESLIE COUNTY HIGH SCHOOL
A067	OTHER LETCHER COUNTY HIGH SCHOOL
A068	OTHER LEWIS COUNTY HIGH SCHOOL
A069	OTHER LINCOLN COUNTY HIGH SCHOOL
A070	OTHER LIVINGSTON COUNTY HIGH SCHOOL
A071	OTHER LOGAN COUNTY HIGH SCHOOL
A072	OTHER LYON COUNTY HIGH SCHOOL
A073	OTHER MCCracken COUNTY HIGH SCHOOL
A074	OTHER MCCREARY COUNTY HIGH SCHOOL
A075	OTHER MCLEAN COUNTY HIGH SCHOOL
A076	OTHER MADISON COUNTY HIGH SCHOOL

**TABLE 13-B**  
**HIGH SCHOOL CODES - NUMERICAL ORDER**

<b><u>Code</u></b>	<b><u>High School Name</u></b>
A077	OTHER MAGOFFIN COUNTY HIGH SCHOOL
A078	OTHER MARION COUNTY HIGH SCHOOL
A079	OTHER MARSHALL COUNTY HIGH SCHOOL
A080	OTHER MARTIN COUNTY HIGH SCHOOL
A081	OTHER MASON COUNTY HIGH SCHOOL
A082	OTHER MEADE COUNTY HIGH SCHOOL
A083	OTHER MENIFEE COUNTY HIGH SCHOOL
A084	OTHER MERCER COUNTY HIGH SCHOOL
A085	OTHER METCALFE COUNTY HIGH SCHOOL
A086	OTHER MONROE COUNTY HIGH SCHOOL
A087	OTHER MONTGOMERY COUNTY HIGH SCHOOL
A088	OTHER MORGAN COUNTY HIGH SCHOOL
A089	OTHER MUHLENBERG COUNTY HIGH SCHOOL
A090	OTHER NELSON COUNTY HIGH SCHOOL
A091	OTHER NICHOLAS COUNTY HIGH SCHOOL
A092	OTHER OHIO COUNTY HIGH SCHOOL
A093	OTHER OLDHAM COUNTY HIGH SCHOOL
A094	OTHER OWEN COUNTY HIGH SCHOOL
A095	OTHER OWSLEY COUNTY HIGH SCHOOL
A096	OTHER PENDLETON COUNTY HIGH SCHOOL
A097	OTHER PERRY COUNTY HIGH SCHOOL
A098	OTHER PIKE COUNTY HIGH SCHOOL
A099	OTHER POWELL COUNTY HIGH SCHOOL
A100	OTHER PULASKI COUNTY HIGH SCHOOL
A101	OTHER ROBERTSON COUNTY HIGH SCHOOL
A102	OTHER ROCKCASTLE COUNTY HIGH SCHOOL
A103	OTHER ROWAN COUNTY HIGH SCHOOL
A104	OTHER RUSSELL COUNTY HIGH SCHOOL
A105	OTHER SCOTT COUNTY HIGH SCHOOL
A106	OTHER SHELBY COUNTY HIGH SCHOOL
A107	OTHER SIMPSON COUNTY HIGH SCHOOL
A108	OTHER SPENCER COUNTY HIGH SCHOOL
A109	OTHER TAYLOR COUNTY HIGH SCHOOL
A110	OTHER TODD COUNTY HIGH SCHOOL
A111	OTHER TRIGG COUNTY HIGH SCHOOL
A112	OTHER TRIMBLE COUNTY HIGH SCHOOL
A113	OTHER UNION COUNTY HIGH SCHOOL
A114	OTHER WARREN COUNTY HIGH SCHOOL
A115	OTHER WASHINGTON COUNTY HIGH SCHOOL
A116	OTHER WAYNE COUNTY HIGH SCHOOL
A117	OTHER WEBSTER COUNTY HIGH SCHOOL
A118	OTHER WHITLEY COUNTY HIGH SCHOOL
A119	OTHER WOLFE COUNTY HIGH SCHOOL
A120	OTHER WOODFORD COUNTY HIGH SCHOOL
A121	GED CERTIFICATE
A122	NON-HIGH SCHOOL GRADUATE OR NON-GED
A123	HOME SCHOOLED
A200	OUT-OF-STATE HIGH SCHOOL

**TABLE 13-C**  
**CLOSED HIGH SCHOOL CODES - ALPHABETICAL ORDER**

<u>High School Name</u>	<u>Code</u>
<b>Updated August 2008</b>	
AHRENS NIGHT SCHOOL	1625
AHRENS TRADE SCHOOL	1630
ALL SAINTS HIGH SCHOOL (London)	0502
ALL SAINTS PREP ACADEMY	1506
ALLIANCE CHRISTIAN ACADEMY	1507
ALVATON HIGH SCHOOL	0030
ANGELA MERICI HIGH SCHOOL	1508
ANNVILLE INSTITUTE	0040
AUBURN HIGH SCHOOL	0073
BEREAN CHRISTIAN ACADEMY	2034
BETTER WAY CHRISTIAN ACADEMY	2307
BLUEGRASS CHRISTIAN SCHOOL	1518
BREMEN HIGH SCHOOL	0280
BURNSIDE HIGH SCHOOL	0335
CALVARY CHRISTIAN ACADEMY (Letcher)	1402
CALVARY HOLINESS CHRISTIAN ACADEMY (Brooks)	0299
CALVARY TEMPLE CHRISTIAN SCHOOL (Lovely)	1639
CAMARGO HIGH SCHOOL	1890
CANEYVILLE HIGH SCHOOL	0395
CARR CREEK HIGH SCHOOL	0415
CARTER HIGH SCHOOL	0425
CENTRAL CHRISTIAN SCHOOL	0146
CENTRAL CITY HIGH SCHOOL (NOW MUHLENBERG NORTH H.S.)	0455
CENTRAL KENTUCKY TREATMENT CENTER	1522
CHANDLERS HIGH SCHOOL	0075
CHILDREN'S TREATMENT SERV SCHOOL	1524
CHRISTIAN LIFE ACADEMY	1206
CLARKSON HIGH SCHOOL	0465
COMMUNITY CHRISTIAN SCHOOL	2296
CORNERSTONE CHRISTIAN ACADEMY	0274
CREATIVE EDUCATION CENTER	0121
CUBA HIGH SCHOOL	1725
DORTON HIGH SCHOOL (now SHELBY VALLEY HIGH SCHOOL)	0675
DOVE CHRISTIAN ACADEMY (Radcliff)	2268
DRAKESBORO CONSOLIDATED HIGH SCHOOL	0685
DURRETT HIGH SCHOOL	1527
EARLINGTON HIGH SCHOOL	0705
EASTWOOD TRADE SCHOOL	
NOW: ACADEMY FOR INDIVIDUAL EXCELLENCE	0724
ELKHORN CITY HIGH SCHOOL	0745
EMERSON HIGH SCHOOL	1521
EMMANUEL HARVESTER SCHOOL	1531
EUBANK HIGH SCHOOL	0775
EZEL HIGH SCHOOL	0785
FAIRVIEW CHRISTIAN ACADEMY	2711
FAITH ACADEMY CHRISTIAN SCHOOL (Maysville)	1753
FAITH CHRISTIAN ACADEMY (Cox's Creek)	0127
FAITH TEMPLE CHRISTIAN HIGH SCHOOL	1536
<u>FAMILIES FOR CHRIST CHRISTIAN ACADEMY (Louisville)</u>	<u>1634</u>
FANCY FARM HIGH SCHOOL	0795
FARMDALE CHRISTIAN SCHOOL	1526

**TABLE 13-C**  
**CLOSED HIGH SCHOOL CODES - ALPHABETICAL ORDER**

<b><u>High School Name</u></b>	<b><u>Code</u></b>
FARMINGTON HIGH SCHOOL	0800
FAYETTE COUNTY HIGH SCHOOL	1422
FEDERAL CORRECTIONAL INSTITUTE	0064
FEDS CREEK HIGH SCHOOL	0805
FERGUSON HIGH SCHOOL	0810
FIRST AMERICAN CHRISTIAN ACADEMY	1529
FIRST CHURCH OF GOD ACADEMY	1208
FLEMING-NEON HIGH SCHOOL	0825
FORDSVILLE HIGH SCHOOL	0840
FOUNDATION CHRISTIAN LIVING SCHOOL (Louisville)	0787
FREDONIA HIGH SCHOOL	0925
FREEDOM BAPTIST ACADEMY (Pikeville)	2165
FREEDOM CHRISTIAN ACADEMY (Mt. Sterling)	2071
GAMALIEL CONSOLIDATED HIGH SCHOOL	0950
GEORGETOWN HIGH SCHOOL	0970
GETHSEMANE CHRISTIAN HIGH SCHOOL	1532
GLEN LILY CHRISTIAN ACADEMY (Munfordville)	0400
GRACE CHRISTIAN ACADEMY (Irvine)	1267
GRACE FELLOWSHIP CHRISTIAN ACADEMY (Lexington)	1423
GRAHAM HIGH SCHOOL	1000
GREENVILLE HIGH SCHOOL(MIDDLE SCHOOL-1990)	1030
GREENWOOD HIGH SCHOOL	0292
HARRODSBURG HIGH SCHOOL	1075
HARVEST CHRISTIAN ACADEMY (Lexington)	1424
HAZEL GREEN ACADEMY	1125
HENDERSON CITY HIGH SCHOOL	1145
HENDERSON SETTLEMENT HIGH SCHOOL	0875
HERITAGE ADVANCED TRAINING INSTITUTE	1538
HERITAGE CHRISTIAN ACADEMY	2549
HIGH STREET HIGH SCHOOL	0260
HIGHLANDS PREPARATORY SCHOOL	2264
HOLY FAMILY HIGH SCHOOL	0065
HOPKINS COUNTY CENTRAL HIGH SCHOOL	1673
HUGHES KIRK HIGH SCHOOL	0170
IMMACULATE CONCEPTION HIGH SCHOOL	1100
IMMANUEL LUTHERAN HIGH SCHOOL	1542
IRVINE HIGH SCHOOL	1270
JEWISH COMMUNITY CENTER	1544
JOHNS CREEK HIGH SCHOOL NOW: PIKE COUNTY CENTRAL HIGH SCHOOL	2170
JOHNSON BRECKINRIDGE HIGH SCHOOL	1539
KENTON CENTRAL ALTERNATIVE	2140
KENTUCKY CHILDREN'S HOME RESIDENCE	1552
KENTUCKY YOUTH ACADEMY HIGH SCHOOL (Ashcamp)	0068
KINGDOM COME SETTLEMENT HIGH SCHOOL	1470
KNOTT COUNTY HIGH SCHOOL	2210
LA SALLE ACADEMY	0560
LAKELAND CHRISTIAN ACADEMY	0353
LAUREL HILL CHRISTIAN ACADEMY	0722
LEATHERWOOD HIGH SCHOOL	1360
LETCHER HIGH SCHOOL	1403
LEWISBURG HIGH SCHOOL	1405

**TABLE 13-C**  
**CLOSED HIGH SCHOOL CODES - ALPHABETICAL ORDER**

<b><u>High School Name</u></b>	<b><u>Code</u></b>
LIBERTY HIGH SCHOOL	1450
LIFE CHRISTIAN ACADEMY (Madisonville)	1671
LIGHTHOUSE CHRISTIAN ACADEMY (Dayton)	0668
LINCOLN GRANT HIGH SCHOOL	0565
LONE JACK HIGH SCHOOL	0870
LONGVIEW CHRISTIAN ACADEMY	0158
LOUISVILLE COVENANT SCHOOL	1571
LOUISVILLE URBAN VOCATIONAL CENTER (now RICE AUDUBON)	1551
LOWES HIGH SCHOOL	1638
LYNCH CHRISTIAN ACADEMY	1654
LYNCH HIGH SCHOOL	1655
LYNN GROVE HIGH SCHOOL	1665
LYNWOOD HIGH SCHOOL	1582
MADISON HIGH SCHOOL	2279
MADISONVILLE CHRISTIAN SCHOOL	1672
MAGOFFIN BAPTIST INSTITUTE	1880
MAJESTY CHRISTIAN SCHOOL (Owensboro) (was GOOD SHEPHERD)	2042
MARGARET HALL SCHOOL	2595
<u>MARION CHURCH OF GOD CHRISTIAN SCHOOL</u>	<u>1702</u>
MARTIN HIGH SCHOOL	1715
MAYKING CHRISTIAN SCHOOL	1742
MAYSVILLE AREA VOCATIONAL EDUCATION	1747
MAYSVILLE HIGH SCHOOL	1750
MAYTOWN HIGH SCHOOL	1345
MCDOWELL CONSOLIDATED HIGH SCHOOL	
NOW: SOUTH FLOYD HIGH SCHOOL	1770
MCVEIGH CHRISTIAN SCHOOL	1790
MILLARD HIGH SCHOOL	1130
MILLCREEK TECHNICAL CENTER	1583
MILLERSBURG MILITARY ACADEMY	1830
MINERVA HIGH SCHOOL	1835
MOUNTAIN CHRISTIAN ACADEMY	1717
MT ST JOSEPH ACADEMY	1695
MT STERLING HIGH SCHOOL	1905
MULLINS HIGH SCHOOL	2173
NANCY HIGH SCHOOL	1940
NEW BEGINNINGS CHRISTIAN ACADEMY (Morehead)	1852
NEW COVENANT ACADEMY	1436
NEW LIFE CHRISTIAN SCHOOL (Carrollton)	0422
NEWPORT CHRISTIAN ACADEMY	1974
NINTH & O CHRISTIAN SCHOOL	1588
NORTON ACADEMY	1458
NORWOOD CHRISTIAN ACADEMY (Somerset)	2454
OLMSTEAD HIGH SCHOOL	2025
ORCHARD STREET CHRISTIAN SCHOOL	0756
ORMSBY VILLAGE SCHOOL	0035
OUR LADY HIGHLANDS HIGH SCHOOL	0860
OUR LADY PROVIDENCE ACADEMY	1970
PADUCAH CHRISTIAN ACADEMY	0236
PHELPS CHRISTIAN ACADEMY	2159

**TABLE 13-C**  
**CLOSED HIGH SCHOOL CODES - ALPHABETICAL ORDER**

<b><u>High School Name</u></b>	<b><u>Code</u></b>
PINE KNOTT HIGH SCHOOL	2190
PIONEER CHRISTIAN ACADEMY (Sidney)	2418
POTTER ORPHAN HOME/SCHOOL	0261
RALPH BUNCHE HIGH SCHOOL	0985
REVELATION BAPTIST ACADEMY	1442
<u>RICE AUDUBON SCHOOL</u>	<u>1551</u>
RIVERVIEW HIGH SCHOOL	1165
ROSENWALD HIGH SCHOOL	1680
SAINT CAMILLUS ACADEMY	0515
SAINT JOHN EVANGELIST HIGH SCHOOL	2100
SAINT MARY'S COLLEGE HIGH SCHOOL	2345
SAINT ROMUALD HIGH SCHOOL	1055
SAINT THOMAS HIGH SCHOOL	0865
SCIENCE HILL CHRISTIAN ACADEMY	2371
SCOTTSVILLE HIGH SCHOOL	2385
SEDALIA HIGH SCHOOL	2395
SHELBYVILLE HIGH SCHOOL	2405
SHIVELY CHRISTIAN SCHOOL	1616
SHOPVILLE HIGH SCHOOL	2415
SOUTH HOPKINS HIGH SCHOOL	2000
SOUTH LOUISVILLE CHRISTIAN	1619
SOUTHLAND CHRISTIAN SCHOOL	2097
SOUTHWESTERN CHRISTIAN SCHOOL	1621
STUART HIGH SCHOOL	2578
SYMSONIA HIGH SCHOOL	2530
TABERNACLE CHRISTIAN HIGH SCHOOL	
NOW: NEW HOPE CHRISTIAN ACADEMY (Midway)	1826
THOMAS JEFFERSON HIGH SCHOOL	1633
TOLLESBORO HIGH SCHOOL	2540
TRAINING SCHOOL – WKU	0250
TRINITY CHRISTIAN ACADEMY (Auburn)	0078
TURKEY CREEK CHRISTIAN ACADEMY	2550
UNITED CHRISTIAN ACADEMY (LaGrange)	0320
UNITED PENTECOSTAL CHURCH ACADEMY	1445
UNIVERSITY BRECKINRIDGE SCHOOL	1850
VICTORY BAPTIST SCHOOL (Florence)	0839
VIRGIE HIGH SCHOOL (MIDDLE SCHOOL 1990)	2615
WAYLAND HIGH SCHOOL	2655
WEST HARDIN HIGH SCHOOL (MIDDLE SCHOOL-1990)	2508
WESTERN ANDERSON HIGH SCHOOL	2430
WESTPORT ROAD HIGH SCHOOL	1637
WHEELWRIGHT HIGH SCHOOL	2680
WHITESBURG HIGH SCHOOL	2695
WILLISBURG HIGH SCHOOL	2730
WINCHESTER CHRISTIAN ACADEMY	2754
WINGO HIGH SCHOOL	2760
WOERMER METROPOLITAN SCHOOL	1557
<u>WOODBRIIDGE ACADEMY</u>	<u>1413</u>
WOODLAND HILLS CHRISTIAN SCHOOL	1072

**TABLE 15****DECLARED MAJOR AND PROGRAM PREFIX CODES**

<b><u>Code</u></b>	<b><u>Declared Major or Program Prefix</u></b>
C	Certificate
A	Associate Degree
B	Baccalaureate Degree
M	Master's Degree
S	Specialist's Degree
D	Doctoral Degree
P	First Professional Degree
N	Nondegree
U	Not Designated, Undecided, Undeclared
H	House Staff
L	Diploma
T	Training – KCTCS Workforce training (enrollment reporting only)

**TABLE 16-A**  
**CLASSIFICATION OF INSTRUCTIONAL PROGRAMS (CIP) CODES**

(To be used in reporting Course Inventory)

01. Agriculture, Agriculture Operations, and Related Sciences
03. Natural Resources and Conservation
04. Architecture and Related Services
05. Area, Ethnic, Cultural and Gender Studies
09. Communications, Journalism, and Related Programs
10. Communications Technologies/Technicians and Support Services
11. Computer and Information Sciences and Support Services
12. Personal and Culinary Services
13. Education
14. Engineering
15. Engineering- Technologies/Technicians
16. Foreign Languages, Literatures, and Linguistics
19. Family and Consumer Sciences/Human Sciences
22. Legal Professions and Studies
23. English Language and Literature/Letters
24. Liberal Arts and Sciences, General Studies, and Humanities
25. Library Science
26. Biological and Biomedical Sciences
27. Mathematics and Statistics
29. Military Technologies
30. Multi/Interdisciplinary Studies
31. Parks, Recreation, Leisure, and Fitness Studies
32. Basic Skills
33. Citizenship Activities
34. Health-Related Knowledge and Skills
35. Interpersonal and Social Skills
36. Leisure and Recreational Activities
37. Personal Awareness and Self-Improvement
38. Philosophy and Religious Studies
39. Theology and Religious Vocations
40. Physical Sciences
41. Science Technologies/Technicians
42. Psychology
43. Security and Protective Services
44. Public Administration and Social Service Professions
45. Social Sciences
46. Construction Trades
47. Mechanics and Repair Technologies/Technicians
48. Precision Production
49. Transportation and Materials Moving
50. Visual and Performing Arts
51. Health Professions and Related Clinical Sciences
52. Business, Management, Marketing, and Related Support Services
54. History
60. Dental, Medical, and Veterinary Residency Programs

**TABLE 16-B**  
**UNDECLARED AND NONDEGREE CODES**

<b><u>Code</u></b>	<b><u>Program Description</u></b>
00.0000	Not Designated/Undecided/Undeclared
90.0000	Nondegree

## TABLE 17

### PROGRAMS

Table 17 is in the process of being updated. Each institution will receive their Table 17 at a later date. Corrections sent by the institutions are being used to update the Program Inventory which will be used in the edit process beginning in fall 2008.

**TABLE 18**  
**BUILDING OWNERSHIP CODES**

<b><u>Code</u></b>	<b><u>Description</u></b>
1	Owned in fee simple
2	Title vested in the institution and being paid for on an amortization schedule (regardless of whether the building is shared with another institution or organization).
3	Title vested in a holding company or building corporation to which payments are being made by the institution; title will ultimately pass to the institution. (Includes lease-purchase arrangements.)
4	Not owned by the institution, but leased or rented to the institution at a typical local rate.
5	Not owned by the institution, but made available to the institution either at no cost or at a nominal rate.
6	Not owned by the institution, but shared with an educational organization that is not a postsecondary institution.
7	Not owned by the institution, but shared with another postsecondary educational institution.
8	Other (e.g., not owned by the institution, but shared with a noneducational institution).
9	Title vested in an affiliated corporation, but made available to the institution either at no cost, a typical local rate, or at a nominal rate.

**Note:** Leases are to be reported under Codes 4-9.

**TABLE 20-A**  
**OUTLINE OF ROOM USE CODES**

<b>100 Classroom Facilities</b>		<b>500 Special Use Facilities (Continued)</b>	
110 Classroom		540 Clinic	
115 Classroom Service		545 Clinic Service	
<b>200 Laboratory Facilities</b>		550 Demonstration	
210 Class Laboratory		555 Demonstration Service	
215 Class Laboratory Service		560 Field Building	
220 Open Laboratory		570 Animal Quarters	
225 Open Laboratory Service		575 Animal Quarters Service	
250 Research/Nonclass Laboratory		580 Greenhouse	
255 Research/Nonclass Lab Service		585 Greenhouse Service	
<b>300 Office Facilities</b>		590 Other (All Purpose)	
310 Office			
315 Office Service			
350 Conference Room		<b>600 General Use Facilities</b>	
355 Conference Room Service		610 Assembly	
390 Office Space - Dormitory		615 Assembly Service	
<b>400 Study Facilities</b>		620 Exhibition	
410 Study Room		625 Exhibition Service	
420 Stack		630 Food Facility	
430 Open-Stack Study Room		635 Food Facility Service	
440 Processing Room		640 Day Care	
455 Study Service		645 Day Care Service	
490 Dormitory Study Space		650 Lounge	
<b>500 Special Use Facilities</b>		655 Lounge Service	
510 Armory		660 Merchandising	
515 Armory Service		665 Merchandising Service	
520 Athletic or Physical Education		670 Recreation	
523 Athletic Facilities Spectator Seating		675 Recreation Service	
525 Athletic or Physical Educ. Service		680 Meeting Room	
530 Media Production		685 Meeting Room Service	
535 Media Production Service			

**TABLE 20-A (Continued)**

**700 Support Facilities**

710 Central Computer or  
Telecommunications

715 Central Computer or  
Telecommunications Service

720 Shop

725 Shop Service

730 Central Storage

735 Central Storage Service

740 Vehicle Storage

745 Vehicle Storage Service

750 Central Service

755 Central Service Support

760 Hazardous Materials

765 Hazardous Materials Service

**800 Health Care Facilities**

810 Patient Bedroom

815 Patient Bedroom Service

820 Patient Bath

830 Nurse Station

835 Nurse Station Service

840 Surgery

845 Surgery Service

850 Treatment/Examination

855 Treatment/Examination  
Service

860 Diagnostic Service Laboratory

865 Diagnostic Service Laboratory  
Support Service

870 Central Supplies

880 Public Waiting

890 Staff On-Call Facility

895 Staff On-Call Facility Service

**900 Residential Facilities**

910 Sleep/Study without Toilet or  
Bath

919 Toilet or Bath

920 Sleep/Study with Toilet or  
Bath

935 Sleep/Study Service

950 Apartment

955 Apartment Service

970 House

**000 Unclassified Facilities**

050 Inactive Area

060 Alteration or Conversion  
Area

070 Unfinished Area

**Nonassignable Area**

PPP President's Residence

VVV Toilet - Facilities other than  
Dormitories

WWW Circulation Area

XXX Building Service

YYY Mechanical Area

**Structural Area**

ZZZ Structural Area

**TABLE 20-B**  
**CROSSWALK OF 1973 AND 1992 ROOM USE CATEGORIES**  
**1973 Manual** **1992 Manual**

**100 - Classroom Facilities**

110	Classroom	110	Classroom
115	Classroom Service	115	Classroom Service

**200 - Laboratory Facilities**

210	Class Laboratory	210	Class Laboratory
215	Class Laboratory Service	215	Class Laboratory Service
220	Special Class Laboratory	Code expanded and renamed. Combine existing 220 and 230 as 220 Open Laboratory.	
225	Special Class Laboratory Service	Code expanded and renamed. Combine existing 225 and 235 as 225 Open Laboratory Service.	
220	<b>**Code Renamed**</b>	220	Open Laboratory (220 + 230)
225	<b>**Code Renamed**</b>	225	Open Laboratory Service (225+235)
230	Individual Study Laboratory	Deleted. Combined with new 220.	
235	Individual Study Laboratory Service	Deleted. Combined with new 225.	
250	Nonclass Laboratory	250	Research/Nonclass Laboratory
255	Nonclass Laboratory Service	255	Research/Nonclass Laboratory Service

**300 - Office Facilities**

310	Office	310	Office
315	Office Service	315	Office Service
350	Conference Room	350	Conference Room
355	Conference Room Service	355	Conference Room Service

**TABLE 20-B (Continued)****1973 Manual****1992 Manual****400 - Study Facilities**

410	Reading/Study Room	410	Study Room
420	Stack	420	Stack
430	Open-Stack Reading Room	430	Open-Stack Study Room
440	Processing Room	440	Processing Room
455	Study Service	455	Study Service

**500 - Special Use Facilities**

510	Armory	510	Armory
515	Armory Service	515	Armory Service
520	Athletic/Physical Education	520	Athletic or Physical Education
523	Athletic Facilities Spectator Seating	523	Athletic Facilities Spectator Seating
525	Athletic/Physical Education Service	525	Athletic or Physical Education Service
530	Audiovisual, Radio, TV	530	Media Production
535	Audiovisual, Radio, TV Service	535	Media Production Service
540	Clinic (Nonhealth Professions)	540	Clinic
545	Clinic Service (Nonhealth Professions)	545	Clinic Service
550	Demonstration	550	Demonstration
555	Demonstration Service	555	Demonstration Service
560	Field Building	560	Field Building
570	Animal Quarters	570	Animal Quarters
575	Animal Quarters Service	575	Animal Quarters Service
580	Greenhouse	580	Greenhouse
585	Greenhouse Service	585	Greenhouse Service
590	Other	590	Other

**TABLE 20-B (Continued)**

1973 Manual		1992 Manual	
600 - General Use Facilities			
610	Assembly	610	Assembly
615	Assembly Service	615	Assembly Service
620	Exhibition	620	Exhibition
625	Exhibition Service	625	Exhibition Service
630	Food Facilities	630	Food Facility
635	Food Facilities Service	635	Food Facility Service
640	**New Code**	640	Day Care
645	**New Code**	645	Day Care Service
650	Lounge	650	Lounge
655	Lounge Service	655	Lounge Service
660	Merchandising Facilities	660	Merchandising
665	Merchandising Facilities - Service	665	Merchandising Service
670	Recreation	670	Recreation
675	Recreation Service	675	Recreation Service
680	Meeting Room	680	Meeting Room
685	Meeting Room Service	685	Meeting Room Service
690	Locker Room	Deleted. Reassign to:	
		115	Classroom Service or
		215	Class Laboratory Service or
		225	Open Laboratory Service or
		315	Office Service or
		xx5	Other Room Service Code.

**TABLE 20-B (Continued)**

1973 Manual		1992 Manual	
700 – Support Facilities			
710	Data Processing/Computer	710	Central Computer or Telecomm.
715	Data Processing/Computer Service	715	Central Computer or Telecomm. Service
720	Shop	720	Shop
725	Shop Service	725	Shop Service
730	Storage	730	Central Storage
735	Storage Service	735	Central Storage Service
740	Vehicle-Storage Facility	740	Vehicle Storage
745	Vehicle-Storage Facility Service	745	Vehicle Storage Service
			Code expanded and renamed. Combine existing 750 and 760 as 750 Central Service.
750	Central Food Stores	750	Central Service (750 + 760)
750	**Code Renamed**		
755	Central Service Support	755	Central Service Support
760	Central Laundry	760	Deleted. Combined with new 750.
760	**New Code**	760	Hazardous Materials
765	**New Code**	765	Hazardous Materials Service

**TABLE 20-B (Continued)**

1973 Manual		1992 Manual	
800 - Health Care Facilities			
810	Patient Bedroom	810	Patient Bedroom
815	**New Code**	815	Patient Bedroom Service
820	Patient Bath	820	Patient Bath
830	Nurse Station	830	Nurse Station
835	**New Code**	835	Nurse Station Service
840	Surgery	840	Surgery
845	**New Code**	845	Surgery Service
850	Treatment	850	Treatment/Examination
855	**New Code**	855	Treatment/Examination Service
860	Service Laboratory	860	Diagnostic Service Laboratory
865	** New Code**	865	Diagnostic Service Lab Support
870	Supplies	870	Central Supplies
880	Public Waiting	880	Public Waiting
890	**New Code**	890	Staff On-Call Facility
895	Health Care Service	Deleted. Apply appropriate service code to primary room code.	
895	**Code Renamed**	895	Staff On-Call Facility Service
900 - Residential Facilities			
910	Sleep/Study without Toilet/Bath	910	Sleep/Study without Toilet or Bath
919	Toilet/Bath	919	Toilet or Bath
920	Sleep/Study with Toilet/Bath	920	Sleep/Study with Toilet or Bath
935	Sleep/Study Service	935	Sleep/Study Service
950	Apartment	950	Apartment
955	Apartment Service	955	Apartment Service
970	House	970	House

**TABLE 20-B (Continued)**

**1973 Manual**

**1992 Manual**

**000 - Unclassified Facilities**

050	Inactive Area	050	Inactive Area
060	Alteration or Conversion Area	060	Alteration or Conversion Area
070	Unfinished Area	070	Unfinished Area

**Nonassignable Area**

WWW	Circulation Area	WWW	Circulation Area
XXX	Custodial Area	XXX	Building Service Area
YYY	Mechanical Area	YYY	Mechanical Area
ZZZ	Structural Area		

**TABLE 21**

**LAND HOLDINGS OWNERSHIP CODES**

<u>Code</u>	<u>Description</u>
1	Land owned by university or an affiliated corporation.
2	Land leased by university or an affiliated corporation.
3	Land not owned by the institution, but made available to the institution either at no cost or at a nominal cost.

**TABLE 22**

**PRE-COLLEGE CURRICULUM CODES**

<u>Code</u>	<u>Description</u>
<del>1</del>	<del>Completed all PCC courses</del>
<del>2</del>	<del>Not completed all PCC courses</del>
<del>4</del>	<del>Exempted from PCC requirement</del>

~~**Note:** In Guidelines prior to 1989-90, this table contained the following codes:~~

- ~~1. Completed all PCC Courses~~
- ~~2. Has requisite courses in lieu of PCC~~
- ~~3. Exempt from completion of PCC Courses~~

**COLLECTION OF PRE-COLLEGE CURRICULUM CODES WILL BE  
ELIMINATED SUBJECT TO COUNCIL APPROVAL.**

**Table 25**  
**AFFILIATED AND NONAFFILIATED CORPORATIONS, FOUNDATIONS, AND FIDUCIARIES**

<u><b>Institution</b></u>	<u><b>Affiliated Corporations or Foundations</b></u>	<u><b>Nonaffiliated Corporations or Foundations or Any Other Fiduciary</b></u>
Eastern Kentucky University	Eastern Kentucky University Foundation	KCTCS Foundation, Inc.
Kentucky Community and Technical College System	None	Kentucky State University Foundation, Inc.
Kentucky State University	None	Morehead State University Foundation, Inc. Kentucky Center for Traditional Music
Morehead State University	The Kentucky Folk Art Center, Inc. Morehead State University Research Corporation	Murray State University Foundation Murray State University Athletic Foundation, Inc. Murray State University Campus Improvement Corp.
Murray State University	None	Northern Kentucky University Foundation, Inc. Chase College Foundation, Inc.
Northern Kentucky University	None	Kentucky Medical Services Foundation, Inc.
University of Kentucky	University of Kentucky Athletic Association University of Kentucky Business Partnership Foundation, Inc. University of Kentucky Center on Aging Foundation, Inc. University of Kentucky Equine Research Foundation, Inc. Health Care Collection Services, Inc. University of Kentucky Humanities Foundation, Inc. The Fund for the Advancement of Education and Research in the UK Medical Center University of Kentucky Mining Engineering Foundation, Inc. University of Kentucky Research Foundation	
University of Louisville	University of Louisville Research Foundation, Inc. University of Louisville Athletic Association, Inc. University of Louisville Medical School Fund, Inc.	University of Louisville Foundation, Inc.
Western Kentucky University	None	The College Heights Foundation Western Kentucky University Research Foundation Student Life Foundation Western Kentucky University Foundation

**TABLE 26**  
**CIP 32 COURSE CODES**

<u>Code</u>	<u>Course</u>
1	Remedial - English
2	Remedial - Mathematics
3	Remedial - Science
4	Remedial - Reading
5	Non-Remedial - Reading/Learning/Study Skills
6	English for Foreign Students
7	Orientation
8	Professional/Career
9	Nonremedial, Other – Nonremedial basic skills courses not covered by categories 5, 6, 7, or 8.
0	Remedial, Learning Skills/Other – Remedial courses not included in remedial categories 1, 2, 3, or 4.

**TABLE 27**  
**~~CPE APPROVED GRADUATE CENTERS~~**

<u>Code</u>	<u>Graduate Center</u>
<del>E</del>	<del>Northern Kentucky University (University of Ky.)</del>
<del>F</del>	<del>Pikeville (Morehead State University)</del>

**TABLE 28**

**REGIONAL POSTSECONDARY EDUCATION CENTERS**

<b><u>Code</u></b>	<b><u>Center</u></b>
21	South East Regional Postsecondary Education Center London, Corbin, and Somerset
22	Southern Regional Postsecondary Education Center Glasgow
23	Central Regional Postsecondary Education Center Elizabethtown
24	North East Regional Postsecondary Education Center Prestonsburg
25	West Regional Postsecondary Education Center Hopkinsville
26	South Central Regional Postsecondary Education Center Albany
27	University Center of the Mountains

**TABLE 29**  
**OFF-CAMPUS COURSE SITES**  
**EASTERN KENTUCKY UNIVERSITY**

<b><u>Code</u></b>	<b><u>Site</u></b>	<b><u>County</u></b>
001	Beattyville	Lee
002	Bowling Green	Warren
003	Booneville	Owsley
004	Corbin	Whitley
005	Cynthiana	Harrison
006	Danville	Boyle
007	Frankfort	Franklin
008	Fort Knox	Hardin
009	Hazard	Perry
010	Jackson	Breathitt
011	Lexington	Fayette
012	Liberty	Casey
013	London	Laurel
014	Louisville	Jefferson
015	Manchester	Clay
016	McKee	Jackson
017	Monticello	Wayne
018	Mt. Vernon	Rockcastle
019	Paint Lick	Garrard
020	Pineville	Bell
021	Somerset	Pulaski
022	Stanford	Lincoln
023	Stanton	Powell
025	Beaver Dam	Ohio
026	Ashland	Boyd
027	Bardstown	Nelson
028	Barbourville	Knox
029	Fort Mitchell	Kenton
030	Berea	Madison
031	Beverly	Bell
032	Broadhead	Rockcastle
033	Campbellsville	Taylor
034	Campton	Wolfe
035	Carrollton	Carroll
036	Oneida	Clay
037	Columbia	Adair
038	Covington	Kenton
039	Clay City	Powell
040	Cumberland	Harlan
041	Dry Ridge	Grant
042	Durrett High School	Jefferson
043	Eddyville	Lyon
044	Elizabethtown	Hardin
045	Falmouth	Pendleton
046	Fern Creek	Jefferson
047	Florence	Boone
048	Fulton	Fulton

**TABLE 29 (Continued)****EASTERN KENTUCKY UNIVERSITY (Continued)**

<b><u>Code</u></b>	<b><u>Site</u></b>	<b><u>County</u></b>
051	Grayson	Carter
052	Glasgow	Barren
053	Georgetown	Scott
054	Gray Hawk	Jackson
055	Harlan	Harlan
056	Harrodsburg	Mercer
057	Horse Creek	Clay
058	Harrison County	Harrison
059	Henderson	Henderson
060	Highland Heights	Campbell
061	Hopkinsville	Christian
062	Hyden	Leslie
063	Irvine	Estill
064	Jenkins	Letcher
065	Jeffersontown	Jefferson
066	Golden Pond	Trigg
067	LaGrange	Oldham
068	Lancaster	Garrard
069	Lebanon	Marion
070	Leitchfield	Grayson
071	Lyndon	Jefferson
072	Madisonville	Hopkins
073	Mayfield	Graves
074	Middlesboro	Bell
075	Morehead	Rowan
076	Mt. Sterling	Montgomery
077	Murray	Calloway
078	Maysville	Mason
079	Nazareth	Nelson
080	Neon	Letcher
081	Nicholasville	Jessamine
082	Newport	Campbell
083	Olive Hill	Carter
084	Owensboro	Daviess
085	Paducah	McCracken
086	Paris	Bourbon
087	Prestonsburg	Floyd
088	Pikeville	Pike
089	Pippa Passes	Knott
090	Paintsville	Johnson
091	Providence	Webster
092	Pleasure Ridge Park	Jefferson

**TABLE 29 (Continued)****EASTERN KENTUCKY UNIVERSITY (Continued)**

<b><u>Code</u></b>	<b><u>Site</u></b>	<b><u>County</u></b>
093	Salvisa	Mercer
094	Sand Gap	Jackson
095	Shepherdsville	Bullitt
096	Springfield	Washington
097	St. Matthews	Jefferson
098	Shelbyville	Shelby
099	Thelma	Johnson
100	Williamsburg	Whitley
101	Whitley City	McCreary
102	Whitesburg	Letcher
103	Winchester	Clark
104	Versailles	Woodford
105	KTLN	Bath
106	Bracken	
107	KTLN	Anderson
108	KTLN	Owen
109	Buckhorn	Perry
110	Madison Central High School	Madison
111		Gallatin
<u>112</u>		<u>Russell</u>

**KENTUCKY STATE UNIVERSITY**

001	Eminence	Henry
002	Georgetown	Scott
003	Lawrenceburg	Anderson
004	Lexington	Fayette
005	Louisville	Jefferson
006	Owenton	Owen
007	Shelbyville	Shelby

**MOREHEAD STATE UNIVERSITY**

001	Ashland	Boyd
002	Belfry	Pike
003	Inez	Martin
004	Jackson	Breathitt
005	Maysville	Mason
006	Mt. Sterling	Montgomery
007	Paintsville	Johnson
008	Pikeville	Pike
009	Prestonsburg	Floyd
010	West Liberty	Morgan
011	Whitesburg	Letcher

**TABLE 29 (Continued)****MOREHEAD STATE UNIVERSITY (Continued)**

<b><u>Code</u></b>	<b><u>Site</u></b>	<b><u>County</u></b>
012	Eastern Ky Correc Fac - West Liberty	Morgan
013	Pippa Passes	Knott
014	Lexington	Fayette
015	West Carter High School	Carter
016	Perry County High School	Perry
017	Avon Army Depot	Clark
018	Magoffin County High School	Magoffin
019	Hihat	Floyd
020	Raceland	Greenup
021	Bath County High School	Bath
022	Flemingsburg High School	Fleming
023	Louisa	Lawrence
024	Vanceburg	Lewis
025	Winchester	Clark
026	Hindman	Knott
027	Portsmouth	Ohio
028	Rowan Technical College	Rowan
029	Ashland Technical College	Boyd
030	Mayo Technical College	Johnson
031	Menifee County High School	Menifee
032	Wolfe County High School	Wolfe
033	Hazard	Perry

**MURRAY STATE UNIVERSITY**

001	Ft. Campbell	Christian
002	Henderson	Henderson
003	Hopkinsville	Christian
004	Madisonville	Hopkins
005	Morganfield	Union
006	Paducah	McCracken
007	Eddyville	Lyon
009	Fulton	Fulton
010	Owensboro	Daviess
011	Earl Clements Job Corp	Union
012	Job Corp Satellite	Muhlenberg
013	Princeton	Caldwell
014	Germany	--
015	Bregenz, Austria	--
016	Reidland High School	McCracken
017	Marshall Co. High School	Marshall
018	Ballard Co. Vocational School	Ballard
019	Union Co. High School	Union

**TABLE 29 (Continued)**  
**MURRAY STATE UNIVERSITY (Continued)**

<b><u>Code</u></b>	<b><u>Site</u></b>	<b><u>County</u></b>
020	Carlisle County High School	Carlisle
021	University of Louisville	Jefferson
022	Crittenden County High School	Crittenden
023	Hickman County High School	Hickman
024	Trover Clinic	Hopkins
025	Spain	--
026	Cambridge	United Kingdom
027	Ecuador	--
028	Fulton City High School	Fulton
029	Fulton County High School	Fulton
030	Hong Kong	--
031	Mexico	--
032	Heath High School	McCracken
033	Breathitt Veterinarian Center	Christian
034	Britain	United Kingdom
035	Caldwell County High School	Caldwell
036	Lexington	Fayette
037	Dawson Springs High School	Hopkins
038	China	BCH
039	Oxford	BUK
040	Munich	Germany
041	Mayfield	Graves
042	France	
043	Paris	Tennessee
044	Wickliffe Mounds	Ballard
045	Italy	
046	Outwood	Hopkins
047	Costa Rica	
048	Regensburg	Germany
049	Salzburg	Austria
050	LBL	Trigg
051	Marion	Crittenden
052	Trigg County High School	Trigg
053	Australia	
054	New Zealand	
055	Ireland	
056	Bowling Green	Warren
057	Scotland	
058	Washington, D.C.	
059	Rome	Italy
060	Florence	Italy
061	Brazil	
062	Japan	

**TABLE 29 (Continued)**  
**MURRAY STATE UNIVERSITY (Continued)**

<u>Code</u>	<u>Site</u>	<u>County</u>
063	Greece	
064	Puerto Rico	
065	Lyon County High School	Lyon
066	Denmark	
067	Jackson Purchase Medical Center	Graves
068	South Korea	BKS
069	Muhlenberg South High School	Muhlenberg
070	Lone Oak High School	McCracken
071	Somerset	Pulaski
072	Graves County High School	Graves
073	Shelbyville	Shelby
074	Georgetown	Scott
075	Covington	Kenton
076	Paintsville	Johnson
077	Four Rivers Center	McCracken
078	Turkey	BTU
079	Thailand	BTH
080	Cameroon	BCM
081	Hazard	Perry
082	Elizabethtown	Hardin
083	Maysville	Mason
084	Newport	Campbell
085	Cyprus	
086	Belize	
087	Richmond	Madison
088	West Ky. Correctional Facility	Caldwell
089	Livingston County High School	Livingston
090	McCracken Board of Education	McCracken
091	Paducah Tilghman High School	McCracken
092	St. Clair Med Center	Rowan
093	Jamaica	BJM
094	Chile	BCI
095	Kansas City	Missouri B29
096	Czech Republic	BEZ
097	Argentina	BAR
<u>098</u>	<u>Ukraine</u>	<u>BUP</u>
<u>099</u>	<u>Poland</u>	<u>BPL</u>
<u>100</u>	<u>Vienna, Austria</u>	<u>BAU</u>

**TABLE 29 (Continued)**  
**NORTHERN KENTUCKY UNIVERSITY**

001	Alexandria – Campbell Co. H.S.	Campbell
002	Burlington – Boone Co. H.S.	Boone
003	Carrollton – Carroll Co. H.S.	Carroll
004	Cincinnati – Jewish Hospital	Hamilton, Ohio
005	Holmes High School/Covington	Kenton
006	Crescent Springs	Kenton
007	Crestview Hills – Square D Co.	Kenton
008	Dry Ridge – Grant Co. H.S.	Grant
009	Elizabethtown	Hardin
010	Falmouth – Pendleton Co. H.S.	Pendleton
011	Fort Thomas – St. Luke Hosp. East	Campbell
012	Florence – St. Luke Hosp. West	Boone
013	Glencoe	Gallatin
014	Hebron	Boone
015	Park Hills	Kenton
016	Walton	Boone
017	Batavia – Clermont Co. Hospital	Clermont, Ohio
018	Edgewood – St. Elizabeth Hosp. So.	Kenton
019	Anderson Township – Mercy Hosp.	Clermont, Ohio
020	Ninth District Elem./Covington	Kenton
021	Dixie Heights H.S./Erlanger	Kenton
022	Highland Heights – Voc/Tech School	Campbell
023	Woodland Middle School	Kenton
024	Mazak (Florence)	Boone
025	Internal Revenue Service	Kenton
026	Augusta High School	Bracken
027	Christ Hospital	OH
028	Redwood Rehab Center	Kenton
029	Southgate Public School	Campbell
030	Williamstown High School	Grant
031	Covington City Building	Kenton
032	United Kingdom	BUK
033	HG1-St. Eliz., Christ, Good Sam., Univ., St. Luke, Mercy, Deaconess	B99
034	HG2-St. Eliz., Christ, Good Sam., Univ., St. Luke, Mercy, Deaconess, Francisc.	B99
035	HG3-St. Eliz, Christ, Good Sam., Univ., St. Luke, Mercy	B99
036	HG4-Children's, Univ., Shriners, Jewish, Christ, Rothert Homecare	B99
037	HG5-St. Eliz., Good Sam., Univ., Children's	B99
038	St. Elizabeth Hospital – North	Kenton

**TABLE 29 (Continued)**  
**NORTHERN KENTUCKY UNIVERSITY (Continued)**

<b><u>Code</u></b>	<b><u>Site</u></b>	<b><u>County</u></b>
039	Grant Co. Foun. for Higher Ed.	Grant
040	St. Luke-West/St. Eliz.-North	B21
041	St. Eliz.-North/Jewish	B99
042	Urban Learning Center	Kenton
043	R A Jones, Crescent Springs	Kenton
044	Rockwell International	Boone
045	Gene O. Swing Elementary	Kenton
046	Sixth District Elementary School	Kenton
047	Metropolitan Educ. & Training Serv.	Kenton
048	Christ and Good Samaritan Hospitals	B39
049	Deaconess, Mercy Anderson, St. Elizabeth So. Hospitals	B99
050	Maysville Community College	Mason
051	N. Ky. Tech. Coll. – Covington	Kenton
052	N. Ky. Tech. Coll. – Edgewood	Kenton
053	DHL Worldwide Express – Erlanger	Kenton
054	Australia	BAS
055	Austria	BAU
056	Canada	BCA
057	China	BCI
058	Ecuador	BEC
059	France	BFR
060	Germany	BGM
061	Greece	BGR
062	Ireland	BEI
063	Italy	BIT
064	Mexico	BMX
065	New Zealand	BNZ
066	Spain	BSP
067	Bath County High School	Bath
068	Northern Elementary School	Scott
069	River Ridge Elem. School	Kenton
070	Newport Middle School	Campbell
071	Barbados	BBB
072	Northern Ky. Head Start	Campbell
073	N. Ky./Cincinnati Intl. Airport	Boone
074	METS/River Center	Kenton
075	Comair Training Facility	Kenton
076	Xavier University	B39
077	Kenya – International Program	BKE
078	Urban Learning Center/Dayton H.S.	Campbell
079	Ryle High School	Boone
080	Thomas More College	Kenton

**TABLE 29 (Continued)****NORTHERN KENTUCKY UNIVERSITY (Continued)**

<b><u>Code</u></b>	<b><u>Site</u></b>	<b><u>County</u></b>
081	Walton-Verona High School	Boone
082	University Hospital	B39
083	Mercy Franciscan	B39
084	Beechwood Elementary School	Kenton
085	Denmark	BDA
086	Dearborn Co. Hospital	B18
087	Veteran's Admin. Hospital	B39
088	Japan	BJA
089	Bethesda North Hospital	B39
090	Good Samaritan Hospital	B39
091	St Luke E, St Luke W Hospitals	B21
092	St Luke E and Jewish Hospitals	B99
093	St Luke E, Mercy Hospital Clermont	B99
094	Dearborn Co Hosp, St Luke W Hosp	B99
095	Jewish Hosp, Mercy Hosp Clermont	B39
096	Mercy Hosp Anderson, St Luke E	B99
097	St Elizabeth S, St Luke W	B21
098	Dearborn Co Hosp, St Luke E	B99
099	St Luke W, Jewish Hospital	B99
100	Cincinnati Art Museum	B39
101	Shriner's Hospital, Cincinnati	B39
102	METS Center, Hebron	Boone
103	Children's Hosp/Medical Ctr	B39
104	Deaconess Hospital	B39
105	Belize	BBH
106	Jamaica	BJM
107	Summit Behavioral Healthcare	B39
108	NKU Grant County Center	Grant
109	Ghana	BGH
110	Bracken County High School	Bracken
111	Urban Learning Center	Kenton
112	Citigroup	Boone
113	Saint Bernard High School	B39
114	Ludlow High School	Kenton
115	Connor High School	Boone
116	Bellevue High School	Campbell
117	North Key Community Care	Kenton
118	Health South-Northern Ky Rehab Hsp	Kenton
119	Newport Middle School	Campbell
120	Scott High School	Kenton
121	India	BIN
122	Simon Kenton High School	Kenton
123	Fidelity Investments, Covington	Kenton

**TABLE 29 (Continued)****NORTHERN KENTUCKY UNIVERSITY (Continued)**

<b><u>Code</u></b>	<b><u>Site</u></b>	<b><u>County</u></b>
124	Israel	BIS
125	Peru	BPE
126	Kenton County Board of Educ.	Kenton
127	<u>Costa Rica</u>	<u>BCS</u>
128	<u>Lloyd Memorial High School</u>	<u>Kenton</u>
129	<u>Academic Center for Educ. Services</u>	<u>Campbell</u>
130	<u>Campbell Ridge Elementary School</u>	<u>Campbell</u>
131	<u>United Arab Emirates</u>	<u>BAE</u>
132	<u>Cameroon</u>	<u>BCM</u>
133	<u>National Underground Freedom Center</u>	<u>B39</u>
134	<u>Centro De Amistad</u>	<u>Kenton</u>
135	<u>Cooper High School</u>	<u>Boone</u>
136	<u>Tri-Health</u>	<u>B39</u>
137	<u>Multiple Schools</u>	<u>BMS</u>
138	<u>Multiple Sites</u>	<u>BMS</u>

**UNIVERSITY OF KENTUCKY**

001	Cumberland	Harlan
002	Elizabethtown	Hardin
003	Highland Heights	Campbell
004	Lebanon	Marion
005	London	Laurel
006	Louisville	Jefferson
007	Madisonville	Hopkins
008	Morehead	Rowan
009	Nicholasville	Jessamine
010	Versailles	Woodford
011	Winchester	Clark
012	Hazard	Perry
013	Owensboro	Daviess
014	Paducah	McCracken
015	Somerset	Pulaski
016	Walton	Boone
017	Bowling Green	Warren
018	Covington	Kenton
020	Princeton	Caldwell
021	Shakertown	Mercer
022	Frankfort	Franklin
023	Ashland	Boyd
024	Berea	Madison
025	Prestonsburg	Floyd
026	Hindman	Knott

**TABLE 29 (Continued)****UNIVERSITY OF KENTUCKY (Continued)**

<b><u>Code</u></b>	<b><u>Site</u></b>	<b><u>County</u></b>
027	Henderson	Henderson
028	Bardstown	Nelson
029	Ken State Park	Marshall
030	Maysville	Mason
031	Corbin	Knox
032	Louisa	Lawrence
033	Sharpsburg	Bath
034	Rough River St Park	Breckinridge
035	Robinson Forest	Breathitt
036	Falmouth	Pendleton
037	Hopkinsville	Christian
038	Monticello	Wayne
039	Glasgow	Barren
040	Grand Rivers	Livingston
041	Salvisa	Mercer
042	West Liberty	Morgan
043	Jabez	Russell
044	Middlesboro	Bell
045	Georgetown	Scott
046	Richmond	Madison
047	Liberty	Casey
048	Danville	Boyle
049	Whitesburg	Letcher
050	Pikeville	Pike
051	Murray	Calloway
052	Thelma	Johnson
053	Harrodsburg	Mercer
054	Franklin	Simpson
055	Frenchburg	Menifee
056	Owenton	Owen
057	Clearfield	Rowan
058	Shelbyville	Shelby
059	Carrollton	Carroll
060	Willisburg	Washington
061	Hyden	Leslie
062	Fort Knox	Hardin
063	Hartford	Ohio
064	Paris	Bourbon
065	Erlanger	Kenton
066	Booneville	Hart
067	Cynthiana	Harrison
<u>068</u>	<u>Barbourville</u>	<u>Knox</u>

**TABLE 29 (Continued)**  
**UNIVERSITY OF LOUISVILLE**

<b><u>Code</u></b>	<b><u>Site</u></b>	<b><u>County</u></b>
001	Bardstown	Nelson
002	Fort Knox	Hardin
003	Frankfort	Franklin
004	Henderson	Henderson
005	LaGrange	Oldham
006	Whitesburg	Letcher
007	Bowling Green	Warren
008	Athens	Greece
009	Cairo	Egypt
010	San Salvador	El Salvador
011	Singapore	Singapore
012	Panama City	Panama
013	Sicily	Italy
014	Hong Kong	China
015	GE	Jefferson
016	UPS	Jefferson
017	Local high school	Jefferson
018	Owensboro/Brescia College	Daviess
019	KCVU	
020	Lisbon	Portugal
021	St. Stephen Lifestyle Campus	Jefferson
022	Blackacre State Nature Preserve	Jefferson
023	Belize	Belize
024	Frankfort, KY	Franklin

**TABLE 29 (Continued)****WESTERN KENTUCKY UNIVERSITY**

<b><u>Code</u></b>	<b><u>Site</u></b>	<b><u>County</u></b>
001	Albany	Clinton
002	Beechmont	Muhlenberg
003	Brandenburg	Meade
004	Brownsville	Edmonson
005	Campbellsville	Taylor
006	Edmonton	Metcalfe
007	Fort Knox	Hardin
008	CPREC	Hardin
009	Franklin	Simpson
010	SPREC	Barren
011	Harned	Breckinridge
012	Hartford	Ohio
013	Morgantown	Butler
014	Owensboro CTC	Daviess
015	Powderly	Muhlenburg
016	Russell Springs	Russell
017	Russellville	Logan
018	Columbia	Adair
019	Hardinsburg	Breckinridge
020	Central City	Muhlenberg
021	Nashville	Davidson, Tennessee
022	Bonnieville	Hart
023	Greensburg	Green
024	Hodgenville	LaRue
025	Legrande	Hart
026	Leitchfield	Grayson
027	Magnolia	LaRue
028	Munfordville	Hart
029	Burkesville	Cumberland
030	Scottsville	Allen
031	Tompkinsville	Monroe
032	Calhoun	McLean
033	Greenville	Muhlenberg
034	Hawesville	Hancock
035	Horse Branch	Ohio
036	Elkton	Todd
037	Louisville	Jefferson
038	Hopkinsville	Christian
039	Terre Haute	Vigo, Indiana
040	Mammoth Cave	Edmonson
041	LBL	Trigg
042	Bahamas	

**TABLE 29 (Continued)**  
**WESTERN KENTUCKY UNIVERSITY (Continued)**

<u>Code</u>	<u>Site</u>	<u>County</u>
043	Shepherdsville	Bullitt
044	Russell County High	Russell
045	Bowling Green High	Warren
046	Ohio County High	Ohio
047	Warren East High	Warren
048	Warren Central High	Warren
049	Barren County High	Barren
050	Edmonson County High	Edmonson
051	Adair County High	Adair
052	Metcalf County High	Metcalf
053	Greenwood High	Warren
054	Butler County High	Butler
055	Bowling Green Police Dept.	Warren
056	Mexico	BMX
057	England	
058	<del>Mammoth Cave</del>	<del>Edmonson</del>
059	Taylor County High School	Taylor
060	TJ Sampson Hospital	Barren
061	Henderson County High School	Henderson
062	Bowling Green Technical College	Warren
063	Central Hardin High School	Hardin
064	Meade County High School	Meade
065	Paducah	McCracken
066	North Hardin High School	Hardin
067	Logan County High School	Logan
068	Butler County High School	Butler
069	Highlands High School	Campbell
070	Hopkinsville	Christian
071	Princeton	Caldwell
072	Mayfield	Graves
073	Ohio Valley High School	Ohio
074	Muhlenberg North High School	Muhlenberg
075	Webster County High School	Webster
076	Wildlife Preserve	Hart
077	Barren County Jail	Barren
<u>078</u>	<u>Cookeville</u>	<u>TN</u>
<u>079</u>	<u>Bardstown</u>	<u>Nelson</u>

TABLE 29  
KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM

ASHLAND COMMUNITY AND TECHNICAL COLLEGE

CODE	SITE	COUNTY
100	Ashland CTC College Drive	Boyd
101	Ashland CTC Roberts Drive	Boyd
102	Greenup County Area Technology Center	Greenup
103	Greenup County High School	Greenup
104	King's Daughters Medical Center	Boyd
105	Lawrence County High School	Lawrence
106	Maysville CTC Rowan Campus	Rowan
107	Paul Blazer High School	Boyd
108	Raceland High School	Greenup
109	Russell Area Technology Center	Greenup
110	Russell High School	Greenup

BIG SANDY COMMUNITY AND TECHNICAL COLLEGE

CODE	SITE	COUNTY
100	Belfry Area Technology Center	Pike
101	Belfry High School	Pike
102	Betsy Lane High School	Floyd
103	Big Sandy CTC Mayo Campus	Johnson
104	Big Sandy CTC Pikeville Campus	Pike
105	Big Sandy CTC Prestonsburg Campus	Floyd
106	East Ridge High School	Pike
107	Floyd County Area Technology Center	Floyd
108	Johnson Central High School	Johnson
109	Magoffin County Area Technology Center	Magoffin
110	Martin County Area Technology Center	Martin
111	Millard Area Technology Center	Pike
112	Paintsville Independent High School	Johnson
113	Phelps Area Technology Center	Pike
114	Phelps High School	Pike
115	Pike County Central High School	Pike
116	Pikeville High School	Pike
117	Prestonsburg High School	Floyd
118	Shelby Valley High School	Pike
119	South Floyd High School	Floyd
120	Piarist School	Floyd

BLUEGRASS COMMUNITY AND TECHNICAL COLLEGE		
CODE	SITE	COUNTY
100	Advance Technology Center	Scott
101	Bluegrass CTC Cooper Drive Campus	Fayette
102	Bluegrass CTC Winchester/Clark Campus	Clark
103	East Side Area Technology Center	Fayette
104	Garrard County Area Technology Center	Garrard
105	Harrodsburg Area Technology Center	Mercer
106	Jessamine Career & Technical Center	Jessamine
107	Kentucky Horse Park	Fayette
108	Lancaster Higher Education Center	Garrard
109	Regency Campus	Fayette
110	Royal Spring Middle School	Scott
111	Clark County Area Technology Center	Clark
112	Lockmaster Security Institute	Jessamine
113	Madison County Area Technology Center	Madison
114	Marion County Area Technology Center	Marion
115	South Side Area Technology Center	Fayette
BOWLING GREEN TECHNICAL COLLEGE		
CODE	SITE	COUNTY
100	Adairville Volunteer Fire Department	Logan
101	Austin Tracy Fire Department	Barren
102	Bear Creek Fire Department	Edmonson
103	Bowling Green Fire Department	Warren
104	Bowling Green Technical College	Warren
105	Cave City Fire Department	Barren
106	Cedar Springs Fire Department	Allen
107	Chalybeate Fire Department	Edmonson
108	Flippin Volunteer Fire Department	Monroe
109	Glasgow Fire Department	Barren
110	Hardyville Volunteer Fire Department	Hart
111	Haywood Volunteer Fire Department	Barren
112	Lewisburg Fire Department	Logan
113	Linwood Volunteer Fire Department	Hart
114	Munfordville Fire Department	Hart
115	Olmstead Fire Department	Logan
116	Richardsville Fire Department	Warren
117	Russellville City Fire Department	Logan
118	Second District Fire Department	Butler
119	South Allen Fire Department	Allen
120	South Barren Volunteer Fire Department	Barren
121	Temple Hill Fire Department	Barren
122	Tompkinsville Volunteer Fire Department	Monroe
123	Gamaliel Fire Department	Monroe
124	Auburn Fire Department	Logan
125	Fifth District Fire Department	Butler
126	Fountain Run Fire Department	Monroe
127	Lincoln Fire Department	Edmonson
128	Monroe County Fire and Rescue	Monroe
129	Plano Fire Department	Warren
130	Woodburn Fire Department	Warren

ELIZABETHTOWN COMMUNITY AND TECHNICAL COLLEGE		
CODE	SITE	COUNTY
100	Breckinridge County High School	Breckinridge
101	Grayson County Adult Annex	Grayson
102	Grayson County High School	Grayson
103	Green County Area Technology Center	Green
104	Hardin County Challenger Center	Hardin
105	Meade County High School	Meade
106	Nelson County High School	Nelson
HAZARD COMMUNITY AND TECHNICAL COLLEGE		
CODE	SITE	COUNTY
100	Breathitt County High School	Breathitt
101	Buckhorn High School	Perry
102	Hazard CC Knott County Campus	Knott
103	Knott County Central High School	Knott
104	Lee Adjustment Center	Lee
105	Lee County High School	Lee
106	Letcher County Area Technology Center	Letcher
107	Owsley County High School	Owsley
108	Perry County Central High School	Perry
HENDERSON COMMUNITY COLLEGE		
CODE	SITE	COUNTY
100	Echo Lanes	Henderson
101	Henderson Community College	Henderson
102	Henderson County High School	Henderson
103	Henderson County YMCA	Henderson
104	Henderson Fire Station	Henderson
105	Industrial & Engineering Technology Building	Henderson
106	Union County High School	Union
107	Union County Senior Citizen Center	Union
108	Union County YMCA	Union
109	Webster County Senior Citizen Center	Webster
110	Herron Technology Center	Union
HOPKINSVILLE COMMUNITY COLLEGE		
CODE	SITE	COUNTY
100	Christian County High School	Christian
101	Hopkinsville High School	Christian
102	In-Motion Rehab & Sports Medicine	Christian
103	Pennyroyal Museum	Christian
104	Princeton	Caldwell
105	Todd County High School	Todd
106	Trigg County High School	Trigg
107	University Heights Academy	Christian
108	West Regional Post-Secondary Education Center	Christian

JEFFERSON COMMUNITY AND TECHNICAL COLLEGE		
CODE	SITE	COUNTY
100	Bullitt County Adult & Community Education Center	Bullitt
101	Bullitt County Area Technology Center	Bullitt
102	Butler High School	Jefferson
103	Carroll County Area Technology Center	Carroll
104	Central High School	Jefferson
104	Central High School	Shelby
105	Crestwood Community Arts Center	Oldham
106	Doss High School	Jefferson
107	Eastern High School	Jefferson
108	Fairdale High School	Jefferson
108	Fairdale High School	Jefferson
109	Gallatin High School	Gallatin
110	Henry County High School	Henry
111	Iroquois High School	Jefferson
112	Jefferson Community & Technology College	Jefferson
113	Jefferson CTC Shelby County Campus	Shelby
114	Jefferson CTC Southwest Campus	Jefferson
115	Jefferson CTC Technical Campus	Jefferson
116	Jeffersontown High School	Jefferson
116	Jeffersontown High School	Jefferson
117	Kentucky Correctional Institute for Women	Oldham
118	Kentucky State Reformatory	Oldham
119	Luther Luckett Correction Center	Oldham
120	Male High School	Jefferson
121	Moore High School	Jefferson
122	Norton Pavilion	Jefferson
123	Oldham County Area Technology Center	Oldham
124	Oldham County High School	Oldham
125	Owen County High School	Owen
126	Pewee Valley Education Center	Oldham
127	Pleasure Ridge Park High School	Jefferson
127	Pleasure Ridge Park High School	Shelby
128	Roderer Correctional Complex	Oldham
129	Seneca High School	Shelby
130	Shawnee High School	Jefferson
131	South Oldham High School	Oldham
132	Southern High School	Jefferson
132	Southern High School	Jefferson
133	United Parcel Service	Jefferson
134	Western High School	Jefferson
135	YMCA Downtown	Jefferson
136	Carroll County High School	Carroll

MADISONVILLE COMMUNITY COLLEGE		
CODE	SITE	COUNTY
100	Curves for Women	Hopkins
101	Curves for Women Muhlenberg	Muhlenberg
102	Green River Correctional Complex	Muhlenberg
103	Melody Lanes	Hopkins
104	Wall's Gym & Fitness Center	Muhlenberg
105	Webster County High School	Webster
106	Young Men's Christian Association	Hopkins
MAYSVILLE COMMUNITY AND TECHNICAL COLLEGE		
CODE	SITE	COUNTY
100	Bracken County High School	Bracken
101	Fleming County High School	Fleming
102	Foster Meade Area Technology Center	Lewis
103	Graves County High School	Graves
104	Harrison County Area Technology Center	Harrison
105	Licking Valley Center	Harrison
106	Limestone Family YMCA	Mason
107	Mason County Area Technology Center	Mason
108	Maysville Community & Technical College	Mason
109	Maysville CTC Rowan Campus	Rowan
110	MCTC Licking Valley Paris Extension	Bourbon
111	MCTC Rowan Campus Mount Sterling Extension	Montgomery
112	Menifee County High School	Menifee
113	Montgomery County High School	Montgomery
114	Morgan County Area Technology Center	Morgan
115	Paris High School	Bourbon
116	Paris-Bourbon County YMCA	Bourbon
117	St. Patrick's High School	Mason
118	The Rock Fitness Center	Harrison
119	Rowan County Senior High School	Rowan
120	Greenup County Area Technology Center	Greenup
121	Bourbon County High School	Bourbon
122	Mason County High School	Mason
OWENSBORO COMMUNITY AND TECHNICAL COLLEGE		
CODE	SITE	COUNTY
100	Cloverport High School	Breckinridge
101	Daviess County Sheriff's Dept	Daviess
102	Hancock County High School	Hancock
103	McLean County High School	McLean
104	Ohio County High School	Ohio
105	Owensboro Community & Technical CED	Daviess
106	Trinity High School	Daviess

SOMERSET COMMUNITY COLLEGE		
CODE	SITE	COUNTY
100	Casey County Area Technology Center	Casey
101	Casey County High School	Casey
102	Clay County Area Technology Center	Clay
103	Clinton County Area Technology Center	Clinton
104	Clinton County Center	Clinton
105	Corbin Area Technology Center	Whitley
106	Greenwood High School	Warren
107	Jackson County Area Technology Center	Jackson
108	Lake Cumberland Area Technology Center	Russell
109	Lincoln County Area Technology Center	Lincoln
110	McCreary County Area Technology Center	McCreary
111	Monticello High School	Wayne
112	Rockcastle County Area Technology Center	Rockcastle
113	Rockcastle County High School	Rockcastle
113	Rockcastle County High School	Rockcastle
114	Somerset Community College	Pulaski
115	Wayne County Area Technology Center	Wayne
116	Wayne County High School	Wayne
116	Wayne County High School	Wayne
117	Casey County Public Library	Casey
118	Casey County Campus	Casey
SOUTHEAST KENTUCKY COMMUNITY AND TECHNICAL COLLEGE		
CODE	SITE	COUNTY
100	Southeast CTC Harlan Campus	Harlan
101	Southeast CTC Middlesboro Campus	Bell
102	Southeast CTC Whitesburg Campus	Letcher
WEST KENTUCKY COMMUNITY AND TECHNICAL COLLEGE		
CODE	SITE	COUNTY
100	Ballard County Memorial High School	Ballard
101	Carlisle County High School	Carlisle
102	Community Christian Academy	McCracken
103	Graves County High School	Graves
104	Hickman County High School	Hickman
105	Livingston Central High School	Livingston
106	Lone Oak High School	McCracken
107	Marshall County High School	Marshall
108	Mayfield High School	Graves
109	Paducah Tilghman High School	McCracken
110	Saint Mary High School	McCracken
111	West Kentucky Community & Technical College	McCracken

**TABLE 30**  
**BUILDING CONDITION CODES (NCHEMS)**

<b><u>Code</u></b>	<b><u>Description</u></b>
1	<u>Satisfactory</u> : Suitable for continued use with normal maintenance. Any single item of major maintenance or capital renewal is not greater than \$40,000. (Catastrophic failures excepted.)
2	<u>Remodeling - A</u> : Requires restoration and/or replacement of some building system components in order to meet acceptable standards without major room use changes, alterations, or modernizations. The approximate cost of "Remodeling A" is not greater than 25 percent of the estimated replacement cost of the building.
3	<u>Remodeling - B</u> : Requires major updating and/or modernization of the building. The approximate cost of "Remodeling B" is greater than 25 percent, but not greater than 50 percent of the estimated replacement cost of the building.
4	<u>Remodeling - C</u> : Requires major remodeling and total replacement of the major building system components. The approximate cost of "Remodeling C" is greater than 50% of the replacement cost of the building.
5	<u>Demolition</u> : Should be demolished or abandoned because the building is unsafe or structurally unsound, irrespective of the need for the space or the availability of funds for replacement. This category takes precedence over categories 1, 2, 3, and 4. If a building is scheduled for demolition, its condition is recorded as "demolition," regardless of its condition.
6	<u>Termination</u> : Planned termination or relinquishment of occupancy of the building for reasons other than unsafeness or structural unsoundness, such as abandonment of temporary units or vacation of leased space. This category takes precedence over categories 1, 2, 3, and 4. If a building is scheduled for termination, its condition is recorded as "termination," regardless of its condition.

TABLE 35

## GENERAL EDUCATION COURSES

	<u>Code</u>	<u>Discipline</u>
<b>Communications</b>	OC	Oral Communications
	WC	Written Communications
<b>General Education</b>	GE	General Education Courses which do not fit in an established category
<b>Humanities</b>	CC	Cross Cultural
	H	Humanities (e.g., fine arts, excluding studio art and music performance courses; philosophy; literature; history; foreign language)
	HH	Humanities - History
	IM	Inter/Multidisciplinary
<b>Mathematics</b>	M	Mathematics (college algebra or higher)
<b>Natural Science</b>	S	Natural Science (e.g., biology, chemistry, physics, astronomy, geology, physical science)
	SL	Natural Science with laboratory
<b>Social and Behavioral Sciences</b>	CC	Cross Cultural
	SB	Social/Behavioral Sciences (e.g., psychology, sociology, economics, history, anthropology, geography, political science)
	IM	Inter/Multidisciplinary

**TABLE 36**

**TRANSFER ARTICULATION AGREEMENTS AND FRAMEWORKS**

<b><u>Code</u></b>	<b><u>Agreement/Framework</u></b>
A	General Education – Fully Certified 60-hour programs (48 hours of general education that includes 33-hour core transfer component) as certified by the sending college or university.
B	General Education – Core Certified 33-hour transfer core component (consisting of five categories: communications, humanities, behavioral/social sciences, natural sciences, mathematics) as certified by the sending college or university.
C	General Education – Category Certified One or more of the five general education categories as certified by the sending college or university.
D	Transfer Framework for Baccalaureate Programs 60-hour framework (48 hours general education and 12 hours specialty courses) as certified by the sending college or university.
X	No Statewide Transfer or Articulation Agreement.

**Table 37****Baccalaureate Program Transfer Frameworks**

01.0103	Agricultural Economics
01.0301	Agricultural Production Operations, General
01.0603	Ornamental Horticulture
01.0000	Agriculture, General
01.0901	Animal Sciences, General
01.1001	Food Science
01.1102	Agronomy and Crop Science
01.9999.02	Individualized Agriculture Programs
01.0899.01	Agriculture Education, Communication, and Leadership
03.0101	Natural Resources/Conservation, General
03.0103	Environmental Studies
03.0104	Environmental Science
03.0502	Forestry Sciences and Biology
03.0601	Wildlife and Wildlands Science and Management
04.0201	Architecture (BArch, BA/BS, MArch, MA/MS, PhD)
04.0601	Landscape Architecture (BS, BSLA, BLA, MSLA, MLA, PhD)
05.0107	Latin American Studies
05.0201	African-American/Black Studies
05.0207	Women's Studies
09.0101	Communications Studies/Speech Communication and Rhetoric
09.0903	Advertising
09.0401	Journalism
09.0902	Public Relations/Image Management
09.0701	Radio and Television
09.0404	Photojournalism
09.9999.02	Speech Communications and Human Relations
09.0901	Organizational Communication, General
10.0302	Printing Management
11.0101	Computer and Information Sciences, General
11.0401	Information Science Studies
13.1001	Special Education and Teaching, General
13.1003	Education/Teaching of Individuals with Hearing Impairments, Including Deafness
13.1012	Education/Teaching of Individuals with Speech or Language Impairments
13.1202	Elementary Education and Teaching
13.1203	Junior High/Intermediate/Middle School Education and Teaching
13.1209	Kindergarten/Preschool Education and Teaching
13.1210	Early Childhood Education and Teaching
13.1301	Agricultural Teacher Education
13.1302	Art Teacher Education
13.1303	Business Teacher Education
13.1307	Health Teacher Education
13.1308	Family and Consumer Sciences/Home Economics Teacher Education
13.1309	Technology Teacher Education/Industrial Arts Teacher Education
13.1312	Music Teacher Education
13.1314	Physical Education Teaching and Coaching
13.1316	Science Teacher Education/General Science Teacher Education
13.1320	Trade and Industrial Teacher Education
13.1399.02	Math and Physical Sciences Teacher Education

**Table 37 (continued)**

13.1399.05	Computer Science and Mathematics Teacher Education
14.0101	Engineering, General
14.0301	Agricultural/Biological Engineering and Bioengineering
14.0701	Chemical Engineering
14.0801	Civil Engineering, General
14.0901	Computer Engineering, General
14.1001	Electrical, Electronics and Communications Engineering
14.1201	Engineering Physics
14.3501	Industrial Engineering
14.1801	Materials Engineering
14.1901	Mechanical Engineering
14.2101	Mining and Mineral Engineering
14.9999.01	Applied Science – Engineering Transfer
15.0101	Architectural Engineering Technology/Technician
15.0201	Civil Engineering Technology/Technician
15.1202	Computer Technology/Computer Systems Technology
15.0303	Electrical, Electronic and Communications Engineering Technology/Technician
15.0403	Electromechanical Technology/Electromechanical Engineering Technology
15.0506	Water Quality and Wastewater Treatment Management and Recycling Technology/Technician
15.0507	Environmental Engineering Technology/Environmental Technology
15.0612	Industrial Technology/Technician
15.0701	Occupational Safety and Health Technology/Technician
15.0805	Mechanical Engineering/Mechanical Technology/Technician
16.0102	Linguistics
16.0402	Russian Language and Literature
16.0501	German Language and Literature
16.0901	French Language and Literature
16.0905	Spanish Language and Literature
16.1200	Classics and Languages, Literatures, and Linguistics, General
16.1603	Sign Language Interpretation and Translation
19.0101	Family and Consumer Sciences/Human Sciences, General
19.0501	Foods, Nutrition, and Wellness Studies, General
19.0601	Housing and Human Environments, General
19.0701	Human Development and Family Studies, General
19.0901	Apparel and Textile, General
19.9999.02	Human Sciences (Consolidated Program)
22.0302	Legal Assistant/Paralegal
23.0101	English Language and Literature, General
23.1001	Speech and Rhetorical Studies
23.9999.01	English and Applied Language Arts
24.0101	Liberal Arts and Sciences/Liberal Studies
24.0102	General Studies
24.0199.03	Humanities and Social Sciences
26.0101	Biology/Biological Sciences, General
26.0202	Biochemistry
26.0802	Molecular Genetics
26.1201	Biotechnology
26.1301	Ecology

**Table 37 (continued)**

27.0101	Mathematics, General
27.0501	Statistics, General
30.0801	Mathematics and Computer Science
30.9999.01	Interdisciplinary Studies
30.9999.03	Foreign Languages and International Economics
31.0301	Parks, Recreation and Leisure Facilities Management
31.0501	Health and Physical Education, General
31.0504	Sport and Fitness Administration/Management
31.0505	Kinesiology and Exercise Science
38.0101	Philosophy
38.0201	Religion/Religious Studies
40.0101	Physical Sciences
40.0501	Chemistry, General
40.0601	Geology/Earth Science, General
40.0801	Physics, General
42.0101	Psychology, General
43.0102	Corrections
43.0103	Criminal Justice/Law Enforcement Administration
43.0104	Criminal Justice/Safety Studies
43.0106	Forensic Science and Technology
43.0107	Criminal Justice/Police Science
43.0109	Security and Loss Prevention Services
43.0201	Fire Protection and Safety Technology/Technician
44.0401	Public Administration
44.0701	Social Work
45.0101	Social Sciences, General
45.0201	Anthropology
45.0601	Economics, General
45.0701	Geography
45.0901	International Relations and Affairs
45.1001	Political Science and Government, General
45.1101	Sociology
45.9999.01	Applied Sociology and Anthropology
49.0102	Airline/Commercial/Professional Pilot and Flight Crew
50.0101	Visual and Performing Arts, General
50.0402	Commercial Advertising Art
50.0408	Interior Design
50.0501	Drama and Dramatics/Theater Arts, General
50.0702	Fine/Studio Arts, General
50.0703	Art History, Criticism and Conservation
50.0704	Arts Management
50.0901	Music, General
50.0902	Music History, Literature, and Theory
50.0903	Music Performance, General
50.9999.02	Music (Liberal Arts)
51.0204	Audiology/Audiologist and Speech-Language Pathology/Pathologist
51.0602	Dental Hygiene/Hygienist

**Table 37 (continued)**

51.0701	Health/Health Care Administration/Management
51.0705	Medical Office Management/Administration
51.0706	Health Information/Medical Records Administration/Administrator
51.0808	Veterinary/Animal Health Technology/Technician and Veterinary Assistant
51.0904	Emergency Medical Technology/Technician (EMT Paramedic)
51.0907	Medical Radiologic Technology Science – Radiation Therapist
51.1005	Clinical Laboratory Science/Medical Technology/Technologist
51.1199.01	Health/Medical Preparatory Programs, Other
51.1502	Psychiatric/Mental Health Services Technician
51.1504	Community Health Services/Liaison/Counseling
51.1601.01	Nursing (R.N. Training)
51.2305	Music Therapy/Therapist
51.2306	Occupational Therapy/Therapist
51.2308.01	Pre-Physical Therapy
52.0101	Business/Commerce, General
52.0201	Business Administration and Management, General
52.0204	Office Management and Supervision
52.0299.02	Equine Administration
52.0301	Accounting
52.0601	Business/Managerial Economics
52.0801	Finance, General
52.0901	Hospitality Administration/Management, General
52.1002	Labor and Industrial Relations
52.1003	Organizational Behavior Studies
52.1101	International Business/Trade/Commerce
52.1201	Management Information Systems, General
52.1301	Management Science, General
52.1401	Marketing/Marketing Management, General
52.1501	Real Estate
52.1902	Fashion Merchandising
54.0101	History, General

**TABLE 38**  
**Space Assignment Categories**  
**Reported in the Room File**

This reporting of space is intended to present a functional classification pattern of space use.

- 01     **Instruction** – Activities carried out for the express purpose of eliciting some measure of educational change in a learner or group of learners. For example, space utilized for general academic instruction, vocational/technical instruction, special session instruction, community education, and preparatory/remedial/developmental instruction activities may be included.
  
- 02     **Research** – Activities intended to produce one or more research outcomes – including the creation of knowledge, the organization of knowledge, and the application of knowledge – is included within this category. Any space used in support of research activity that may be conducted with institutional funds or under the terms of agreement with an agency external to the institution may be included.
  
- 03     **Public Service** – Activities established to make available to the public the various resources and capabilities of the institution for the specific purpose of responding to a community need or solving a community problem (activities established primarily to provide non-instructional services beneficial to individuals outside the institution).
  
- 04     **Academic Support** – Activities established to provide support services for the institution’s primary missions – instruction, research, and public service. This category includes areas such as libraries, museums and galleries, audio-visual services, academic computing support, ancillary support, academic administration, academic personnel development, and course and curriculum development.
  
- 05     **Student Services** – Those activities that contribute to the emotional and physical well-being of students, as well as to their intellectual, cultural, and social development outside of the context of the institution’s formal instruction program. For example, student services administration, admissions, registrar, social and cultural development, counseling and career guidance, financial aid, and student health services may be included in this category.
  
- 06     **Institutional Support** – Central executive-level activities carried out in direct support of one or more of the instruction, research, and public service programs. For example, activities related to the central executive-level management, long-range planning and operation of the entire institution, planning activities related to fiscal operations space management, human resources, administrative data processing, campus security and support services to faculty and staff not operated as an auxiliary enterprise may be included.
  
- 07     **Operation and Maintenance of Plant** – Activities that support physical plant administration, building maintenance, custodial service, utilities, landscape and grounds maintenance, and major repairs and renovations.
  
- 08     **Auxiliary Enterprises** – Activities associated with the operation of auxiliary enterprises. An auxiliary enterprise is an entity that exists to furnish goods or services to faculty, staff, or students and that charges a fee directly related to, though not necessarily equal to, the cost of the goods or services.

**TABLE 38 continued**

- 09     **Hospitals** – Activities associated with the patient-care operations of a university-operated hospital. This category includes direct patient care, health care supportive services, administration of hospitals, and physical plant operations for hospitals.
- 10     **Independent Operations** – Activities that are owned or controlled by the institution as investments, and which are financed as part of the institution’s current operations.
- 11     **Unassigned** – Facilities that are not in use at the time of the inventory.
- 12     **Leased** – Space owned by the institution but leased to and occupied by a non-affiliated group(s).

SOURCE: “College and University Business Administration: Financial Accounting and Reporting,”  
National Association of College and University Business Officers.

# Report Definitions

## REPORT DEFINITIONS

The following section lists calculations that are used with data elements from the Comprehensive Data Base to determine institutional progress in higher education reform. These definitions are provided to help institutions monitor their progress.

### Full-Time Equivalent Enrollment

Full-time equivalent enrollments are calculated using the following formula.

$$\begin{aligned} &\text{Headcount of full-time students} \\ &+ 1/3 (\text{headcount of part-time students})^* \end{aligned}$$

$$\frac{(\text{Undergraduate student credit hours}/15) + (\text{graduate SCH}/12) + (\text{law SCH}/12) + (\text{headcount of medical, dental, and pharmacy students}) + (\text{headcount of doctoral dissertation students}) + (\text{headcount of post-doctoral students}) + (\text{headcount of house staff})}{\text{Total Headcount}}$$

### Evaluation of The 1997-2002 Kentucky Plan Benchmarks

Evaluation of progress is on the basis of the performance of each institution. Progress is based on the performance of an institution in the preceding academic year. All objectives of *The 1997-2002 Kentucky Plan for Equal Opportunities* are evaluated on the basis of the concept of “continuous progress.” Continuous progress means that an institution shows an increase in the number of students or employees over the previous year of each category or objective.

Kentucky Resident African American Undergraduate Student Enrollment: The system enrollment must be 7.3 percent or greater and the undergraduate headcount enrollment (student codes 01-04, 05, 13 and 14) of the institution must be equal to the objective or the institution must show progress by enrolling at least one student more than enrolled the previous year. Head count enrollment includes all undergraduate students – full-time, part-time, auditors, non-degree, etc.

Retention of First-Year Kentucky Resident African American Students: This cohort of students includes first-time freshmen, degree-seeking (student code 01) only -- freshmen are by definition degree seeking -- for each institution. First-year retention is measured from fall semester to fall semester. *Since some institutions have freshmen summer programs the summer enrollment is also included.* The enrollment of first-year students must be equal to the objective or the institution must show progress by retaining at least one student more than retained the previous year.

Retention of All Kentucky Resident Undergraduate African American Students: This cohort of students includes all undergraduate students (student codes 01-05 and 14) for each institution. Retention is measured from fall semester to fall semester. Students who have graduated – this includes the December, May and August graduates - are added back in to accurately reflect retention efforts of all undergraduate students. Retention of all undergraduate students must be equal to the objective or the institution must show progress by retaining at least one student more than retained the previous year.

## REPORT DEFINITIONS cont.

### Six-Year Graduation Rate for Degree-Seeking Kentucky Resident African American Students:

This cohort of students includes all degree-seeking students (first-time freshmen only) for each institution. The analysis also provides credit for a student who receives a degree during the summer of year six. The process adds back for the original institution, any transfer students that graduate from another institution. Continuous progress is achieved when the six-year graduation rate is equal to the objective or the institution graduates at least one student more than graduated the previous year.

Kentucky Resident African American Enrollment in Graduate Programs: This group of students represents the headcount enrollment of Kentucky resident African Americans enrolled in graduate degree programs. The headcount enrollment of the institution must be equal to the objective or the institution must show progress by enrolling at least one student more than enrolled the previous year. Headcount enrollment includes all students – full-time, part-time, etc.

Employment of African Americans in Executive, Administrative, and Managerial Positions: This cohort includes only the full-time employees of an institution. The employment of African Americans by the institution must be equal to the objective or the institution must show progress by employing at least one full-time staff person more than employed the previous year.

Employment of African Americans as Faculty: This cohort includes only the full-time faculty of an institution. The employment of African Americans by the institution must be equal to the objective or the institution must show progress by employing at least one full-time faculty person more than employed the previous year.

Employment of African Americans as Other Professionals: This cohort includes only the full-time professional staff of an institution. The employment of African Americans by the institution must be equal to the objective or the institution must show progress by employing at least one full-time professional staff person more than employed the previous year.

Diversity as a Plus-Factor: The value of diversity is considered in the assessment of performance on the enrollment objective of *The Kentucky Plan* -- by allowing campus diversity to be a plus factor for that objective. Implementation focuses on the target enrollment counties plus target districts in Jefferson and Fayette Counties that are identified as underserved by the education community. The target districts in Jefferson and Fayette Counties are identified using the same characteristics as those used to identify the target enrollment counties. Diversity for purposes of *The Kentucky Plan* is defined as African American students.

## **REPORT DEFINITIONS cont.**

Application of the factor:

1. Identify first-time Kentucky resident African American students from the target counties, and the following zip codes:

Fayette county (40511, 40504, 40505, 40507, 40508); and

Jefferson County (40202, 40203, 40208, 40209, 40210, 40211, 40212, 40214, 40215, 40216, 40218, 40219, 40258, 40272).

2. Identify first-time students from other states enrolled at each institution.
3. Add to each institution's headcount of Kentucky resident African American students a number of students from other states equal to the sum of the African American students from the target counties plus special zip codes in Fayette and Jefferson counties.



## **Kentucky Postsecondary Education Reform: Five Questions We All Must Answer**

1. Are more Kentuckians ready for postsecondary education?
2. Is Kentucky postsecondary education affordable for its citizens?
3. Do more Kentuckians have certificates and degrees?
4. Are college graduates prepared for life and work in Kentucky?
5. Are Kentucky's people, communities, and economy benefiting?

*The Kentucky Council on Postsecondary Education does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities an equal opportunity to participate in all programs and activities.*

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